

Collections in Melbourne

A guide to Commonwealth
Government records



This is guide number 8 in the series of research guides published by the National Archives.

Guides include material known to be relevant to their subject areas but are not necessarily complete or definitive guides to all relevant material in the collection.

The National Archives reviews its collection to confirm the value of records for research, evidential and other purposes, or to identify, in consultation with agencies, records for destruction. At the time of publication all the records described in this guide were present in the Archives' collection. However, it is possible that some of these records may be destroyed if they are reviewed and considered not to be of enduring value. If this occurs, the guide will be revised accordingly.

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Cover: An electric tram in operation at Preston, a suburb in Melbourne, Victoria, 1972.
NAA: A6180, 2, 18/2/72/3

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Abbreviations

AAMWS	Australian Army Medical Women's Service
ABC	Australian Broadcasting Commission
ACT	Australian Capital Territory
AGPS	Australian Government Publishing Service
AIF	Australian Imperial Force
AIRC	Australian Industrial Relations Commission
AMF	Australian Military Forces
ANARE	Australian National Antarctic Research Expedition
ASIO	Australian Security Intelligence Organisation
AWAS	Australian Women's Army Service
AWM	Australian War Memorial
CA	Commonwealth Agency
CP	Commonwealth Person
CRS	Commonwealth Record Series
CSIR	Council for Scientific and Industrial Research
CSIRO	Commonwealth Scientific and Industrial Research Organisation
NAA	National Archives of Australia
NSW	New South Wales
NT	Northern Territory
OBE	Officer of the Order of the British Empire
PMF	Permanent Military Forces
PO	Post Office
PROV	Public Record Office Victoria
Qld	Queensland
RAAF	Royal Australian Air Force
RAN	Royal Australian Navy
RN	Royal Navy
SA	South Australia
Tas	Tasmania
Vic	Victoria
WA	Western Australia



Collins Street, Melbourne, 1950. Australian National Travel Association (CA 7085).
NAA: M914, VICTORIA 6902

INTRODUCTION

The National Archives of Australia

The National Archives of Australia ensures that full and accurate records documenting Commonwealth government activities are created and kept. From this massive body of information, the National Archives selects, cares for and makes available to all, those records of continuing value. This collection constitutes the archives of the Commonwealth Government – a vast and rich resource for the study of Australian history, Australian society and the Australian people.

The collection spans almost 200 years of Australian history. The main focus of the collection is material that documents Federal government activities since Federation in 1901. There are also significant holdings of nineteenth-century records which relate to functions transferred by the colonies to the Commonwealth government at the time of Federation and subsequently. The records described in this guide are a small but significant part of the collection.

Access to the National Archives' collection is provided free of charge in public reading rooms located in each capital city. Researchers are assisted by specialist reference staff and are provided with reference tools to help them identify and use the records in the collection. These reference tools include the RecordSearch and PhotoSearch databases, guides, publications and fact sheets. Researchers unable to visit a reading room may seek information and assistance by telephone, mail, facsimile or email.

RecordSearch and PhotoSearch provide information about agencies, persons and series as well as descriptions of over three million individual items. These databases are available for online searching in reading rooms located in all offices of the National Archives, at the Australian War Memorial and on the National Archives' website at www.naa.gov.au.

The National Archives' website provides further information about the Archives, its collection and the services it offers. The site contains descriptions of some of the most frequently used records in the collection and includes images of some original documents and photographs. A visit to the site will help you determine whether the Archives holds records relevant to your research. Fact sheets on various topics are also available on the Archives' website.

About this guide

This guide provides a portable and accessible overview to the National Archives' collection in our Melbourne office. Estimated at approximately 54 shelf kilometres, this large collection contains a wealth of diverse records covering the last 150 years and should appeal to a wide range of researchers including family historians and academics.

Most of the records described in the guide were created before 1 January 1971. This is because, under the provisions of the *Archives Act 1983*, most Commonwealth records only become available for research when they reach 30 years of age.

Structure of the guide

The guide is divided into two chapters.

Chapter 1 gives a brief overview of the collection in the Melbourne office and describes three significant record groups: special format records (maps, film, photographs, posters, plans, drawings and microform), records of genealogical value and personal records.

Chapter 2 is divided into subject areas – eg transport, defence – which reflect the major functions and activities carried out by Commonwealth agencies from Federation to the present day. Each entry consists of a brief administrative history of the government activity and a summary of the records held in the collection in Melbourne which relate to that activity. Additional sources of information and related records held by other institutions are included where relevant.

Using the guide

The information in this guide has largely been compiled from the RecordSearch database. The database describes groups of related record items, known as record series, and the government agencies that created them. In addition, RecordSearch contains details of some individual record items that can be searched by title keyword, by date range and by series number. Researchers should consult this database for more information about a subject area or group of records that is of interest to them but should note that only 10% of the Archives' collection is listed at item level on RecordSearch.

Throughout the guide the unique agency control numbers known as 'CA' (Commonwealth Agency) numbers have been provided for each agency – for example, CA 12 is the Commonwealth Agency number for the Department of the Prime Minister. Also shown are 'CP' (Commonwealth Person) numbers for people whose records are held by the Archives – for example, CP 24 is the CP number for Richard Gardiner Casey. These numbers can be used to retrieve further information from RecordSearch about agencies, persons and their records.

This guide provides an overview of agencies whose records are held in the Melbourne office. Please note that most but not all series created by these agencies are held in Melbourne. For example, of the 156 series recorded by the Department of Supply and Development [I] (CA 33), 142 series are held in the Melbourne office and the remaining 14 series are held in Canberra. Researchers are advised to use RecordSearch to confirm series locations.

To identify the specific records created by the agencies listed in this guide it is best to start with the RecordSearch database. Look for the RecordSearch button on the home page of the National Archives' website www.naa.gov.au. The site provides access to an online tutorial and provides detailed information about the database as well how to begin your search. To use RecordSearch most effectively in conjunction with this guide, researchers should search for record series by using the relevant CA (or CP) numbers. This will give you a list of the series the agency/person created and you can find details about the contents of each series by searching using the series numbers. You can also use the database to search for items belonging to a specified series. This process is outlined below.

If, for example, you are interested in researching the establishment of the Lake Tyers Aboriginal Reserve in 1865, you might first consult this guide to find out which government agencies administered the reserve. In Chapter 2, under the heading 'Aboriginal affairs' two agencies are listed. You decide that you want to see whether the Central Board Appointed to Watch Over the Interests of the Aborigines (CA 2012) had a role in administering the reserve. You should use RecordSearch to find items created by this agency that may contain information about your research topic. By using the CA number, you can work through the system of control from agency to series to items. The

following steps outline how a researcher would do that search. (Please note that these instructions are designed for use by researchers using remote access to RecordSearch. If you are in one of the Archives' reading rooms, ask the staff to take you through the steps.)

- Access the RecordSearch search engine via the Internet by selecting the 'RecordSearch' button at www.naa.gov.au.
- For the purposes of this exercise at the 'Login' screen select the 'Search now – as a guest' button.
- This will display the basic RecordSearch 'Search' screen. This screen is used to search the database for items, series of records and agencies.
- Enter the CA number, CA 2012, in the field 'Reference numbers' and select 'Agencies, persons, organisations' in the 'Search' field below it.
- Go to the bottom of the page and select the 'Search' button. This will display the 'Search Results' screen.
- Select the 'Display' button on the 'Search results' page. This will display the primary description of agency CA 2012. This page provides basic information about the agency. It also provides hypertext links to detailed notes about the agency and links to related agencies. However, the most important link for identifying specific items is the 'Find series recorded by this agency' button at the bottom of the page.
- Select the 'Find series recorded by this agency' button. This will display another 'Search results' screen.
- Select the 'Display' button on the 'Search results' page. This will display a list of series recorded by the agency. 'Series' is a term we use for a group of items (eg files) relating to a subject or task. Each series has a unique number. To find information on Lake Tyers in the 1860s, we would examine the list of series to see if any relate to the research topic. In this case we would identify the series number B356, entitled 'Lake Tyers correspondence files (accumulation date range 1 Jan 1865 – 31 Dec 1968)'.
- Select the hypertext link 'B356' to reach the basic description of this series. As with the agency description page, this page has links to detailed notes about the series and links to related series. The most important link for continuing our search for specific items is the 'Find items in this series' button.
- Select the 'Find items in this series' button. This will lead to a search results screen showing that there are 185 items listed on the database for the series B356. (You should note that while all agencies and series are recorded on RecordSearch, not all items have been recorded. In the text below we explain how to check to see which items have been listed electronically.) You could press 'Display' and scroll through all the item titles. However, you can refine your search by entering key words or dates for the items listed.
- Select the 'Refine this search result' button and enter 1865 in the 'Dates' field.
- Select the 'Search' button. This will lead to a search results field showing that there are two items in series B356 with contents in the date range 1865.
- Select the 'Display' button. This will display the two items that relate directly to your research topic.

Access to the records

Once you have located an item in the Archives, you can visit a reading room to view the item or follow the prompts to request a quote for a copy of the record.

Note that not all individual items have been entered into RecordSearch yet. If not all available items for a series are listed on the database, you will need to search the printed item lists. The printed lists for the records described in this guide are available only in our Melbourne reading room.

Once you have identified the records you wish to see, you can examine them in the Melbourne reading room at Level 2, Casselden Place, 2 Lonsdale Street, Melbourne. If you are located outside Melbourne, you can write or email to ask for a quote for copying the record. All initial reference requests should be directed to:

National Reference Service
PO Box 7425
Canberra Business Centre ACT 2610
Australia

Tel: 1300 886 881
Fax: 1300 886 882
Email: ref@naa.gov.au

If the items you request have not yet been examined for potential sensitivities it may take a little time to make the record or the photocopy available to you. We will let you know if this is the case, but you can check for yourself by looking for the 'Access Status' field on the item display screen.

Before you visit, we also suggest that you look at our fact sheets and guides which are available in our reading rooms and at our website (www.naa.gov.au). These are a way of understanding the services we provide and making the most of your visit.

Charges

No charges apply to the services described above unless copies of records are requested. Copy charges are set out in Fact Sheet 51.

Citing the records

The correct citation of archival records is important both when requesting them from the National Archives and when referring to them in written or published works. Using proper citations will not only help Archives' staff to locate records more readily, but will also help other researchers find cited material. The correct form of citation for records held by the Archives is as follows: the name *National Archives of Australia* followed by a colon, the series number followed by a comma, and then the item number. An example is:

National Archives of Australia: B356, 3

The name *National Archives of Australia* may be abbreviated to 'NAA' provided the full name has been used in the first citation. National Archives' Fact Sheet 7 provides further information on citing records.

1. THE MELBOURNE COLLECTION: AN OVERVIEW

The collection in Melbourne includes records of Commonwealth departments, statutory bodies, royal commissions, lighthouses, naval vessels, courts and tribunals. These records document a wide variety of Commonwealth government activities, including defence, migration, Aboriginal affairs, trade and veterans' affairs.

In addition, the Melbourne collection contains the personal papers of some significant persons who have been associated with the Commonwealth – such as Cabinet Ministers, Governors-General, Royal Commissioners and senior public servants. These records include the personal records of Lord Casey (CP 24) and Essington Lewis (CP 111).

Although the records mainly date from Federation, the collection does include a small quantity of nineteenth-century records. These records were inherited from the colonies when certain functions, such as customs, postal and telegraphic services, defence and Aboriginal affairs, passed to the Commonwealth at, or after, Federation. Holdings of colonial records include:

- census returns for the Port Phillip district, 1836;
- records of service for the Victorian volunteer force, 1863–84;
- drawings of the Port Phillip defences, 1880–1912; and
- records of the General Post Office, Melbourne (CA 1034) from 1846.

The collection in Melbourne is especially rich because the original seat of the Commonwealth government was located there. Even after the Commonwealth Parliament moved to Canberra in 1927, Melbourne remained a centre for federal government activity up until the 1960s. Several Commonwealth departments had their central offices in Melbourne and it was to the Melbourne office of the Archives that they transferred their records.

As a result, the collection in Melbourne reflects senior decision and policy making from the central offices of many departments of state. It includes records from:

- the Postmaster-General's Department (CA 9) documenting the history and development of postal and telegraphic services and broadcasting in Australia;
- the Department of Labour and National Service (CA 40) relating to the National Service Scheme;
- the Department of Civil Aviation (CA 29) recording the development of aviation in Australia; and
- the following departments relating to Australia's defence forces from Federation to World War II – Defence (I) (CA 6), Defence (II) (CA 19), Defence (III) (CA 46), Navy (CA 38), Army (CA 36) and Air (CA 35).

Due to the fact that a number of wartime agencies and departments were located in Melbourne, the collection also includes many World War II records. In addition to records from the Departments of Defence, Navy, Army and Air, there are records from:

- the Department of Munitions (CA 39) and the Department of Aircraft Production (CA 41) relating to defence production;
- the Department of War Organisation of Industry (CA 45) relating to the control of industry;

- the Rationing Commission (CA 264);
- departments that dealt with internees and prisoners of war held in Australia;
- civilian service organisations including the Allied Works Council (CA 497), Civil Constructional Corps (CA 681) and Civil Aliens Corps (CA 680); and
- the Australian Women's Army Service (CA 7090).



WOMEN'S WEEKLY - 27-1-43

**"I said I'd never wear uniform
... but I couldn't stand back now!"**

"I am not the sort of girl who normally joins Armies.
"I'm not an Amazon, a flag-flapper, or a hip-hurrah girl.
"I'm as interested in my hair-do, my make-up and my nails as you are . . . but I'd hate to have to admit, later on, that I 'flapped' whilst others fought.
"I've got a brother who is fighting. Perhaps, in your case, it's a father, or a cousin, or a boy-friend. Well . . . they've got a fierce job ahead of them. You and I can help to bring them home—with the job done—in shorter time than would otherwise be possible. How do you feel about it?"

It has become urgently necessary to build up the A.W.A.S. and the A.A.M.W.S. to full strength. If you are 18 or over and are willing to accept the proudest job in Australia, please apply immediately to the nearest Army Women's Recruiting Depot or to your local Area office.

Join the
A.W.A.S.
AUSTRALIAN WOMEN'S ARMY SERVICE
OR
A.A.M.W.S.
AUSTRALIAN ARMY MEDICAL WOMEN'S SERVICE

Recruitment poster for the Australian Women's Army Service, 1943. Headquarters, Australian Women's Army Service (CA 7090). NAA: B5499, volume 10

Other notable holdings include records relating to the administration of Aboriginal affairs in Victoria from 1860, records relating to customs dating from the mid-nineteenth century and meteorological records dating from 1840.

Special format records

The National Archives holds records in many different formats. Although the majority of our holdings consist of paper files, we also hold film, maps, microform records, photographs, plans/drawings and posters. An overview of the different format records held in the collection in Melbourne is included below. It is not a comprehensive survey of the holdings, and researchers should consult the Archives' electronic and printed finding aids for further information.

FILM

The Melbourne collection includes news film, television documentaries, Australian and overseas films from the Australian Broadcasting Commission, Victorian Branch (CA 2056) and aerial survey film of Australia taken by the Royal Australian Air Force (RAAF).

The collection also contains promotional and advertising films including Australian trade promotion films from the Trade Publicity Directorate (CA 3558); television films of advertising campaigns from the Commonwealth Advertising Division, Melbourne (CA 1101); Army recruitment films from the Army Recruiting Publicity Unit (CA 7379); and rationing promotion film from the Rationing Commission (CA 264).

MAPS

The collection in Melbourne contains maps relating to a variety of government activities including defence, electoral matters, meteorology and surveying.

Some maps are held together in specific map series, such as electoral maps for Victoria from the Commonwealth Electoral Office, Victoria (CA 1854); rainfall maps from the Commonwealth Bureau of Meteorology (CA 1835); parish, county and town plan property maps from the Australian Taxation Office, Victoria – Valuation Branch (CA 1799); and maps of Australia and New Guinea from the Property and Survey Branch (CA 738) and the National Mapping Section (CA 1227).

Many more maps form part of individual record items (for example, files or registers) and often are not separately identified or catalogued. This particularly applies to the many defence maps held within defence correspondence files. Until these maps are better catalogued the best way to locate them is to search the Archives' RecordSearch database for the topic or subject area you are interested in and then order the items that seem most relevant. In some instances you will find that these items contain related maps.

MICROFORM

The National Archives holds numerous records in microform format. Some of these records were transferred to the Archives in this format while others are of records held by the Archives, which have been copied to microfilm or microfiche to aid accessibility and to preserve the original item. Microform records held in Melbourne include:

Shipping records

Inward passenger lists for Australian ports, including Melbourne, Fremantle, Brisbane, Adelaide and Darwin; and shipping registers, some dating back to the 1830s, for ports including Port Melbourne, Sydney, Port Adelaide, Launceston and Geelong.

Defence records

Records of Australian Contingents to the Boer War, including nominal rolls, pay ledgers and registers of issue of medals and clasps; as well as records of Victorian militia forces, 1884–1935, including volumes of muster rolls and pay lists.

Cabinet papers

Some Federal Cabinet papers, including agenda items, decisions, minutes and submissions for the period 1916–54 as well as the notebooks of the War Cabinet and Advisory War Council, 1941–46.

Naturalisation records

Some nineteenth-century naturalisation records including a nominal index to Victorian naturalisations (1847–1904), certificates of naturalisation and enrolled letters of naturalisation. Naturalisation certificates for 1904–36 are also available in microform.

National Australasian Convention records

Records of the National Australasian Convention, held in 1891, to discuss the issue of Federation. These records include minutes of proceedings, lists of delegates, the official record of proceedings and debates and a copy of the draft of the Bill to constitute the Commonwealth of Australia.

PHOTOGRAPHS

The photographs in the Melbourne collection cover a range of events, people, places, projects, and civil and military establishments. The holdings include:

- images commemorating events like the Intercolonial Convention, Sydney 1883; the Australasian Federal Convention, Adelaide 1897; and the Imperial Conference, London 1911;
- photographs of notable people, places and objects from the Australian Broadcasting Commission, Victorian Branch (CA 2056);
- photographs relating to defence establishments such as the Ordnance Factory, Maribyrnong (CA 628) and the Ammunition Factory, Rutherford, NSW;
- photographs relating to defence production and defence projects such as the Long Range Weapons Project, Woomera, South Australia;
- photographs used to promote tourism and portray various aspects of Australian life from the Australian National Travel Association (CA 7085);
- images from World War II including photographs of Allied Works Council (CA 497) activities, the Australian Women's Army Service (CA 7090), the Rationing Commission (CA 264), Japanese war criminals and war crimes trials, and the Volunteer Defence Corps; and
- photographs recording the development of the postal service from the General Post Office, Melbourne (CA 1034).

Many of the photographs form part of individual record items and are not separately identified or catalogued. Researchers should consult the National Archives' electronic and printed finding aids for further information.

PLANS AND DRAWINGS

The Melbourne collection includes thousands of plans and drawings resulting from the Commonwealth's involvement in various activities as outlined below.

Works

These plans and drawings document a wide range of projects undertaken for the Commonwealth and include plans and drawings of defence installations, customs houses, post offices, telephone exchanges, aerodromes, hospitals, lighthouse stations, migrant hostels and explosives factories. Some of the plans and drawings date from the nineteenth century but most are from the twentieth century.

Transport

Plans and drawings are held relating to civil aviation, shipping and rail transport. The collection includes drawings of aircraft, aircraft parts and airports; ships and engines; and locomotives and plans for the North Australian Railway.

Defence

Various defence plans and drawings are held including drawings of Port Phillip defences (1880–1912); plans and drawings of defence sites, buildings and installations in Victoria; drawings from Maribyrnong Ordnance factory (CA 628) and the Ammunition Factory at Footscray (CA 629); RAAF engineering drawings; armament drawings; drawings of aircraft and aircraft parts; and drawings from the Army Inventions Directorate (CA 537).

Communications

Plans and drawings from the Postmaster-General's Department (CA 9) include plans of buildings and sites, drawings of the General Post Office, Melbourne, and drawings of communications equipment.

Other

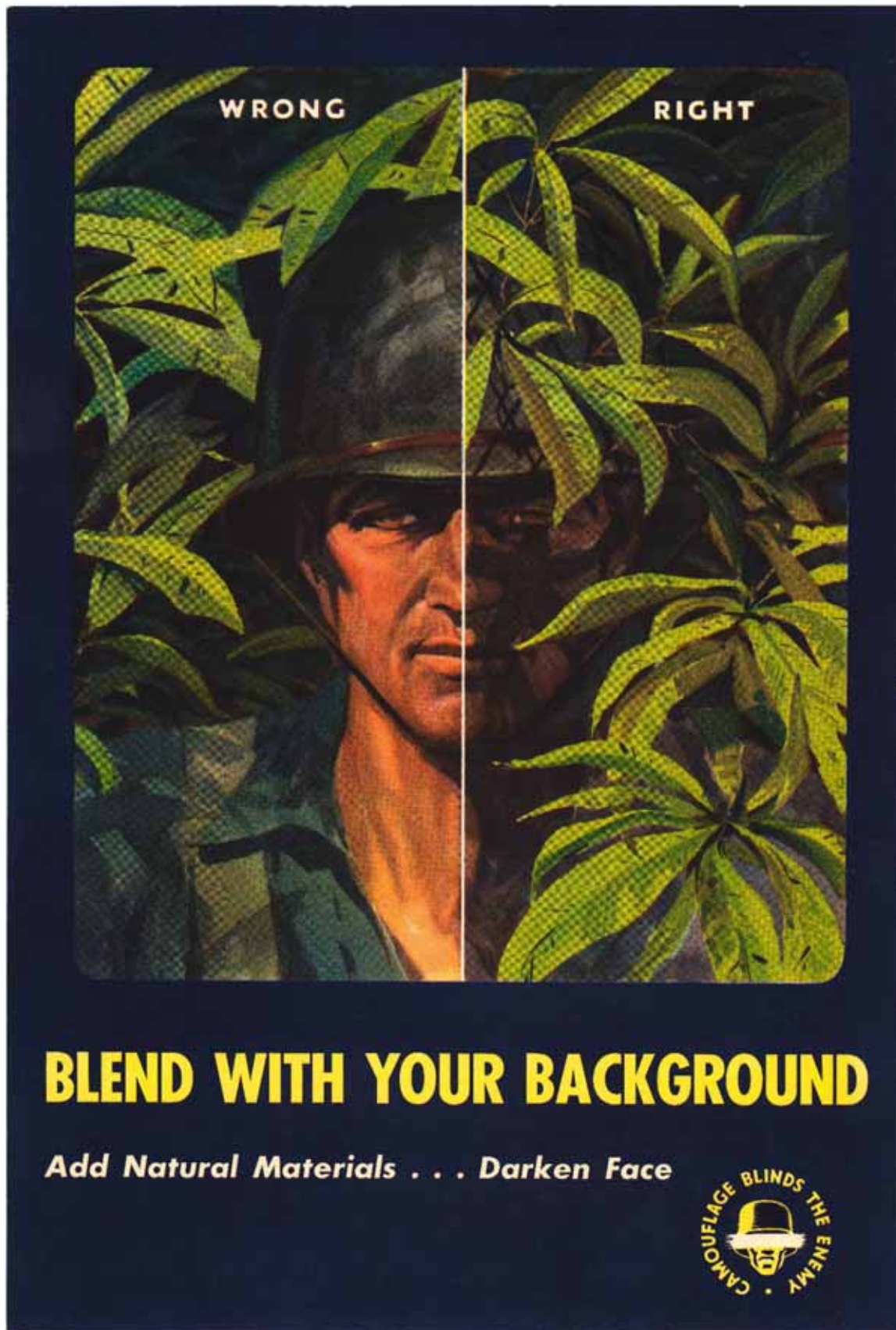
Other plans and drawings include architectural drawings from the Quarantine Station, Portsea (CA 3168); plans and drawings of whaling stations, whale catchers and equipment from the Australian Whaling Commission (CA 255); plans and drawings of Aboriginal housing; plans and drawings from the British Phosphate Commissioners, Melbourne (CA 244) of phosphate bearing lands, mining structures and buildings, and engineering plans and drawings.

POSTERS

Records held in this format include posters from the Postmaster-General's Department (CA 9) promoting postal and telegraphic services in the 1930s and Australian travel posters produced by the Australian National Travel Association (CA 7085) promoting tourism in the 1930s.

During World War II, posters were produced by government agencies to educate and inform people about aspects of the war effort. Posters from the Rationing Commission (CA 264), the Commonwealth Salvage Commission (CA 266) and camouflage posters from the Department of the Army (CA 36) are all held in the collection.

After World War II, most government advertising was handled by the Commonwealth Advertising Division and many posters were produced as part of advertising campaigns. Posters created by the Melbourne Branch (CA 1101) of this agency relate to postal services, road safety, the Commonwealth Employment Service, national service and recruitment for the armed forces.



'Blend with your background', camouflage poster, 1940–44. Department of Army, Central Office (CA 36)
NAA: MP222/2, 3

Family history records

The National Archives holds many sources vital for family history research. These records document the interaction of individuals with the Commonwealth government in a variety of circumstances, which often required the submission of personal information.

The Archives' guide to family history sources, *Finding Families: The Guide to the National Archives of Australia for Genealogists*, contains a wealth of information about records of interest to genealogists. It is a comprehensive guide to the Archives' collection which contains useful tips and short cuts for researchers. If you are planning to conduct family history research at the Archives please consult *Finding Families* to ensure that you explore all possible leads. It is available for consultation (and purchase) at all our reading rooms and can also be purchased online at www.naa.gov.au under 'Publications'.

The records most often used for genealogical research in Melbourne include service records of defence personnel, ships passenger lists, migrant case files, naturalisation records, alien registrations and records of internees.

A brief outline of these sources is provided below. Please remember that further information about these records and about many others can be found in *Finding Families*.

IMMIGRATION RECORDS

Ships passenger lists

Ships passenger lists provide a variety of information about persons arriving in, and departing from, Australia, including date of arrival or departure, occupation, age, nationality, marital status and country of last permanent residency.

Inward and outward ships passenger lists are held for the port of Melbourne for the years 1924–64. Also held are inward passenger lists for other Australian ports including Fremantle 1898–1963, Adelaide 1941–64 and Brisbane 1852–1946.

The Public Record Office Victoria (PROV) holds passenger lists for Melbourne for the years prior to 1924.

Immigration and naturalisation case files

Immigration case files provide information about individual immigrants to Australia. Case files, however, were not raised for every migrant. Prior to 1946 a case file was generally only raised if a migrant applied for naturalisation. After the Department of Immigration was established in 1945 the practice of raising a file for each migrant became more widespread.

Some case files for the period prior to 1946 are held, but the majority of case files date from 1946. Case files relating to applications for naturalisation up until 1946 are held by the National Archives in Canberra.

DEFENCE RECORDS

Pay, enlistment and service records can provide useful information about individuals who served in Australian defence forces.

The main sources are: records of Australian contingents to the Boer War including nominal rolls, pay sheets, registers of medals issued and dossiers; muster rolls and pay lists for the Victorian militia, 1884–1935; dossiers and attestation documents of PMF (Permanent Military Forces) and militia personnel, 1901–40; records of service of members

of the Imperial Services who served in Australia in World War I; and rejected applications of those who wanted to enlist in the First Australian Imperial Force (AIF).

Service records of Australians who served in World War I or World War II are held by the National Archives. These records usually include details of enlistment, postings, leave taken, injuries and illness. Original records can be viewed in the Canberra reading room. Photocopies are available for a small fee and digital copies can also be arranged.

To arrange access to the service records contact the Archives at:

Defence Service Records
National Archives of Australia
PO Box 7425
Canberra Business Centre ACT 2610
Tel: 1300 886 881
Email: ww1prs@naa.gov.au or ww2@naa.gov.au

Please be prepared to supply as many of the following details about the enlisted person as you can: full name; place and date of birth; service number and/or rank; arm of service (Army, RAAF or Navy); place of enlistment; and next of kin at the time of service.



Remnants of cigarette packets found in a mass grave of 23 Australian prisoners of war at Sandakan, Borneo. 2 Echelon, Army Headquarters (CA 2002). NAA: B3856, 144/14/140

ALIENS AND INTERNEES

Aliens

During World War I, legislation was passed requiring all aliens over the age of 15 residing in or entering Australia to be registered – aliens being subjects of other countries who were not naturalised citizens. Alien registration was suspended in 1926, but reintroduced during World War II and continued for many years after that.

Alien registration documents are held for the years 1916–22 and 1939–72 approximately.

Internees

In addition, during both World Wars, any aliens considered to be a threat to national security were interned in camps throughout Australia.

For World War I, a nominal Australia-wide roll of internees is held recording nationality, date of birth, date of internment and date of release or repatriation.

For World War II, there are dossiers of internees, registers of service and casualty forms. A nominal Australia-wide index to these records is held.

Personal records

The Archives collects and makes available the personal records of individuals who have had a senior and close association with the Commonwealth, such as Prime Ministers, Ministers, Governors-General and senior public servants.

The collection in Melbourne contains personal records of many individuals including:

- Diplomat and politician Richard Gardiner Casey (1890–1976), Baron of Berwick, Victoria and the City of Westminster, Governor of Bengal (1944–46) and Governor-General of Australia (1965–69) (CP 24);



'The Treasurer (Mr Casey) has strong views on correct spelling in Commonwealth government documents' cartoon (source unknown). Personal Papers of Richard Gardiner Casey (CP 24). NAA: M1617, 39

- Essington Lewis (1881–1961), Chairman of BHP and Director-General of the Department of Munitions (1941–45)(CP 111);
- John Klunder Jensen (1884–1970), a noted public administrator who during his 51 years as a public servant held such positions as Secretary of the Departments of Munitions and Supply and Development (CP 138);
- Andrew Sharp Peacock (1939–), former leader of the Liberal Party (CP 234); and
- Donald Leslie Chipp (1925–), former leader of the Australian Democrats (CP 121).

The collection of personal papers is diverse. In addition to paper records such as diaries, correspondence, press cuttings, publications, copies of speeches and reports, it includes films, photographs, medals, sound disc and tape recordings.

The personal records collections can be researched on their own, but they can also be used to complement the records of Commonwealth agencies with which the person was involved.

2. THE MELBOURNE COLLECTION BY SUBJECT

The agencies and records described in this chapter are arranged by headings that reflect the major functions and activities carried out by Commonwealth government agencies since Federation. Records predating Federation are also included under these headings.

The main headings are arranged alphabetically. They represent the functions and activities of government at the broadest level and should not be taken to be a subject listing of the collection. In some cases the main headings are so broad that they have been broken down into smaller, more specific areas – for example, land, sea and air are subdivisions of the broader term ‘transport’. A search of the Archives’ database, RecordSearch, for the agencies mentioned will reveal a much greater wealth and variety of records than the headings alone indicate.

The information under each heading consists of two main elements:

- a brief administrative history of the function. The administrative history provides information about when a particular function came under the jurisdiction of the Commonwealth government, the extent of the Commonwealth’s involvement in that function, and which agencies were responsible for the administration and control of that function. The administrative history places the records in their appropriate administrative context which can assist in the interpretation of the records and the identification of further relevant records.
- a short summary of the records created by Commonwealth agencies responsible for that function. The information provided includes the approximate date range of the records, types of records (eg correspondence files, case files), their format (eg maps, drawings) and the agencies responsible for creating the records.

Entries vary in length according to the complexity of the administrative history of the function and/or the amount and variety of records held.

In addition, where appropriate, mention is made of other institutions that hold related records and any published sources of information about the records relating to a particular function.

Aboriginal affairs

ADMINISTRATIVE HISTORY

Responsibility for Aboriginal affairs rested with the states until 1967 when a referendum was passed giving the Commonwealth the power to make laws in relation to Aboriginal people. After state legislation was passed in Victoria in 1975, responsibility for Aboriginal Affairs in Victoria and the records of the state Ministry for Aboriginal Affairs were transferred to the Commonwealth. Records now held by the National Archives date from as early as 1860. These early records were created by the agencies responsible for the administration of Aboriginal affairs in Victoria after 1860, including the Central Board Appointed to Watch Over the Interest of the Aborigines (CA 2012) and the Central Board for the Protection of the Aborigines (CA 2013).

RECORDS

Holdings include records from the Central Board Appointed to Watch Over the Interest of the Aborigines (CA 2012) and the Central Board for the Protection of the Aborigines (CA 2013). They include correspondence files, annual reports, minutes of meetings, case files, and maps and plans of Aboriginal housing. The collection also includes records of Aboriginal reserves and mission stations such as Lake Tyers (CA 2791), which contain population statistics, managers' files, name indexes of residents and correspondence files.

Records of the Royal Commission into Aboriginal Deaths in Custody (CA 6841), conducted between 1987 and 1991, are also held.

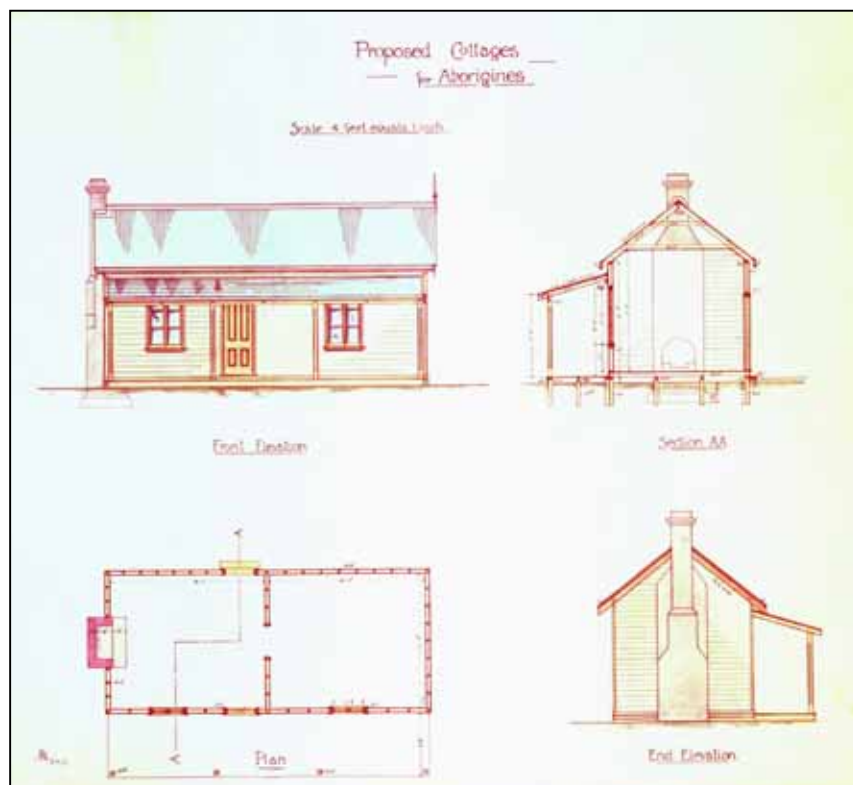
Further records may be located through the Bringing Them Home Index, which was created in response to the 1997 recommendations of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families. The index lists the names of over 300,000 Indigenous people who appear in records held by the Archives and is designed to help Indigenous people find information about themselves and their families.

OTHER SOURCES

My Heart Is Breaking: A Joint Guide to Records about Aboriginal People in the Public Record Office of Victoria and the Australian Archives, Victorian Regional Office, AGPS Canberra, 1993.

RELATED RECORDS HELD BY OTHER INSTITUTIONS

The Public Record Office Victoria holds records relating to the administration of Aboriginal affairs prior to 1860. Some post-1860 records are also held. Further information is available in *My Heart Is Breaking* (see above). This publication is available for purchase online at www.naa.gov.au under 'Publications'.



Plan of proposed cottages for Aboriginal people at Lake Tyers, 1907.

Central Board for the Protection of Aborigines (CA 2013).

NAA: B356, 34

Audit

ADMINISTRATIVE HISTORY

In 1901, the Audit Act established the office of Auditor-General. Under the provisions of the Act the Auditor-General was appointed by the Governor-General and was responsible for financial and efficiency audits of Commonwealth agencies. The Auditor-General headed the Auditor-General's Office (CA 559), which provided administrative support to the Auditor-General. The Auditor-General's Office was initially attached to the Department of the Treasury [1] (CA 11), before moving to the Prime Minister's Department (CA 12) in 1912.

RECORDS

Records of the Auditor-General's Central Office (CA 559) and Victorian Office (CA 561) are held in the Melbourne collection. The records date from the 1920s and include correspondence files, correspondence registers, officers' diaries, papers of the Chief and Branch Auditors and records of the Expropriation Board Audit Office, Rabaul.

Census and statistics

ADMINISTRATIVE HISTORY

Section 51 (xi) of the Constitution gave the Commonwealth government responsibility for census and statistics. In 1905, the Census and Statistics Act was passed creating the position of Commonwealth Statistician. The Commonwealth Statistician headed the Commonwealth Bureau of Census and Statistics (CA 212), which was responsible for collecting statistics, the taking of the census and the publishing of statistical data. In 1974 the Commonwealth Bureau of Census and Statistics was abolished and replaced by the Australian Bureau of Statistics (CA 1776).

RECORDS

Some records of the Commonwealth Bureau of Census and Statistics (CA 212) and its Victorian Office (CA 1096) are held. The records include statistics of the Victorian colony dating back to 1854, census reports, agricultural statistics, correspondence files and census collection field maps.

Colonial administration

ADMINISTRATIVE HISTORY

In 1851, Victoria was established as a colony separate from New South Wales. The colony was headed by a Governor and the Colonial Secretary (CA 1328) who was the chief official responsible for a number of functions including immigration, lands, education, statistics, mining and Aboriginal affairs. In 1855, Victoria became a self-governing colony and the Colonial Secretary was replaced by the Chief Secretary (CA 1329), who, in addition to performing the functions previously carried out by the Colonial Secretary, was also head of government until 1874. Gradually many of the functions of the Chief Secretary developed into separate portfolios. In 1901, the Australian colonies federated and a number of functions including defence, immigration and customs, passed to the newly created Commonwealth government.

Wireless Branch (CA 2591) was established to control licensing and the allocation of radio frequencies.

In 1932, the Australian Broadcasting Commission (ABC) was established to provide a national broadcasting service. The ABC Head Office (CA 251) was located in Sydney and branches were established in all other states.

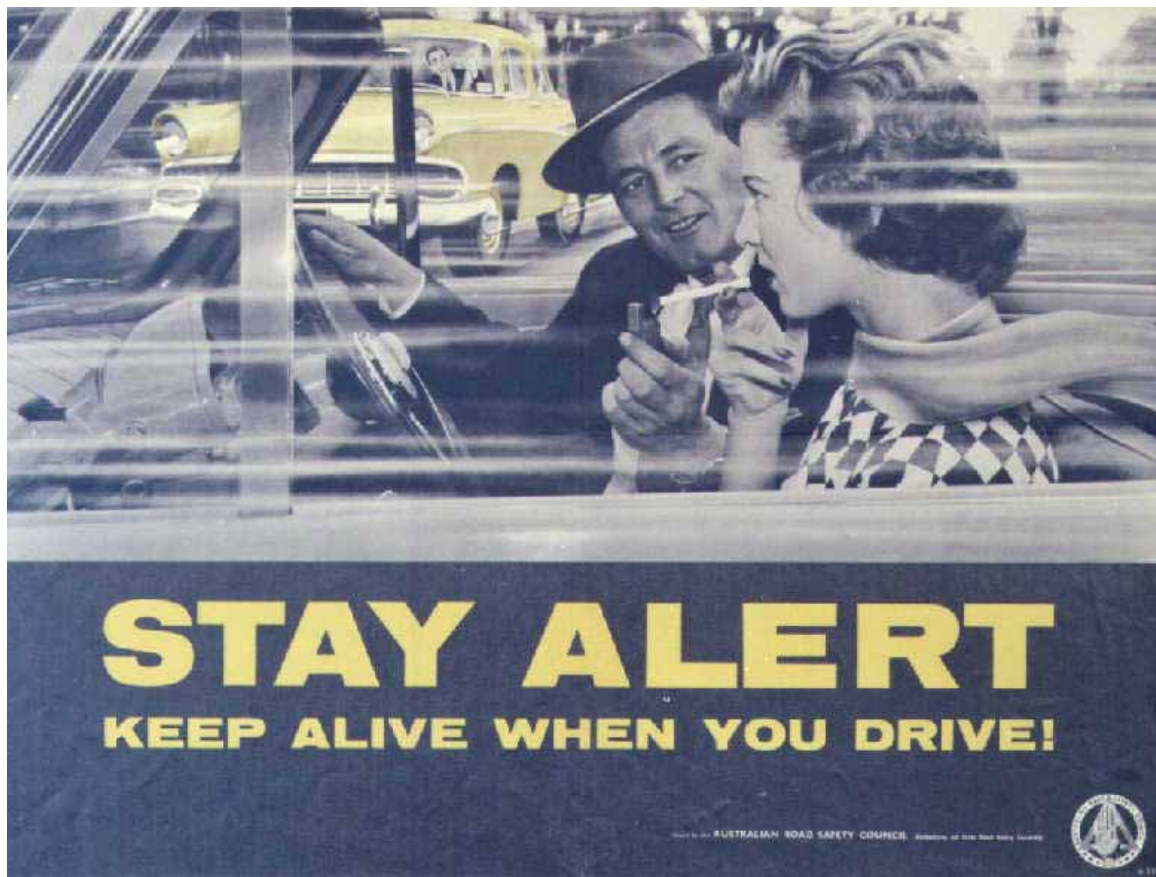
In 1948, a special board, the Australian Broadcasting Control Board (CA 124) was established to control broadcasting and oversee the introduction of television in Australia.

RECORDS

The Melbourne collection includes records of the Australian Broadcasting Commission, Victorian Branch (CA 2056). The records date from the 1930s and include correspondence, scripts of Australian and overseas films, and artists' earning cards.

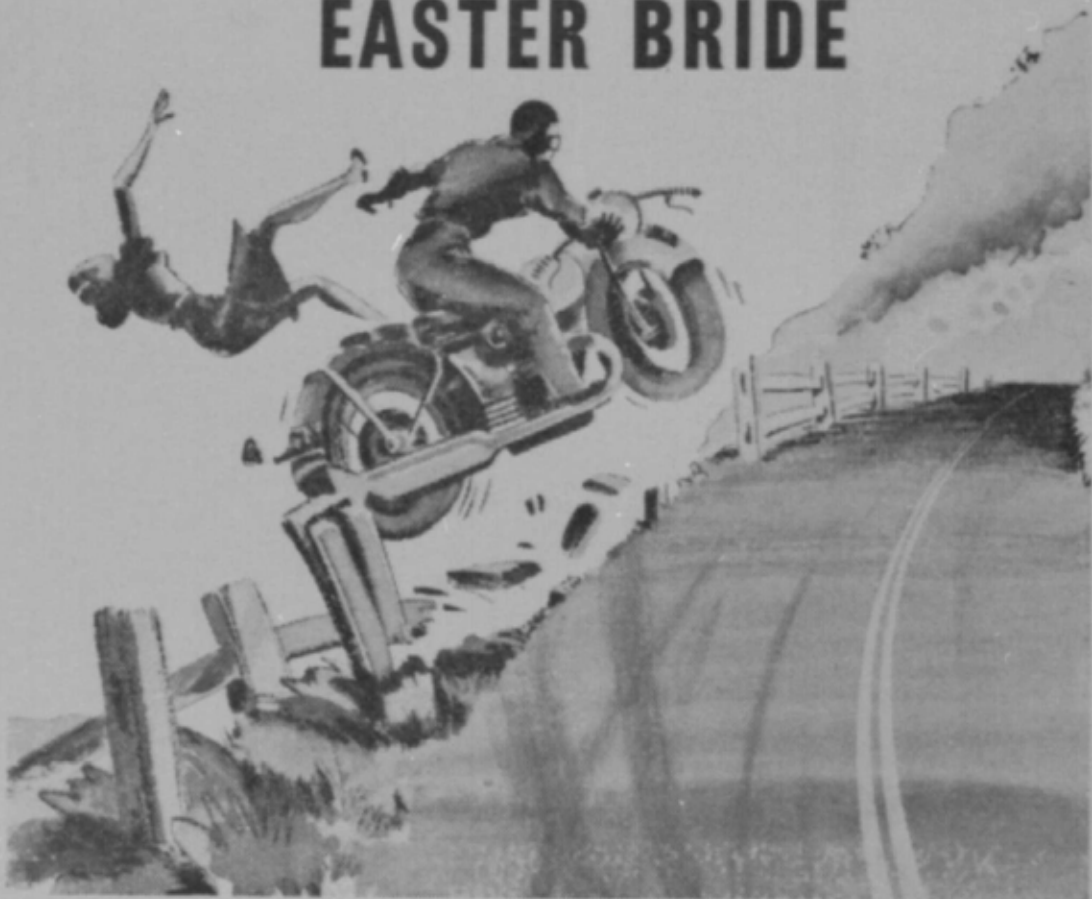
Records of the Australian Broadcasting Control Board (CA 124) are also held. They include correspondence files, broadcasting station files, television channel files and applications for renewal of licences.

The collection includes some sound discs, films and videotapes of news bulletins, television programs, Australian and overseas films and news film.



Australian Road Safety Council poster, 1950s. Commonwealth Advertising Division (CA 1101).
NAA: B1552/19, folder 6


She was to have been an
EASTER BRIDE



THEY were an ideal couple : young, eager, full of the joy of living. And they were happy. But *not* for long . . . the legacy of grief they left will remain for years in the aching hearts of two families. One moment of recklessness, one chance taken at high speed on a dangerous corner, and two young lives were *lost* for ever.

Your life is too high a price to pay for speed. Be wise. Be careful and be here tomorrow. Death gives no *second* chance.

DEATH IS SO PERMANENT..



ISSUED BY THE AUSTRALIAN ROAD SAFETY COUNCIL
(Administered by the Commonwealth Department of Transport)

RSV27.83.2

Australian Road Safety Council press advertisement, 1949. Commonwealth Advertising Division (CA 1101).
NAA: MP224/1, NN, Box 12

Communications – Government media

ADMINISTRATIVE HISTORY

In 1941, the Commonwealth Advertising Division (CA 1101) was established to handle all government advertising. Previously, individual agencies had generally been responsible for their own advertising. During World War II the Commonwealth Advertising Division carried out advertising for recruitment drives for the Services, munitions workers, war loans and national savings campaigns. After the war its function was to coordinate all advertising required by government departments, such as road safety campaigns, public service recruitment and postal and telecommunication information. In 1970, the Commonwealth Advertising Division became the Advertising Branch (CA 1802) of the newly created Australian Government Publishing Service (AGPS).

RECORDS

Government media records held in the Melbourne collection date from the 1940s and are in many different forms. They include correspondence files, advertising files and associated pamphlets, proofs, posters, artwork, television broadcast films and radio tapes.

Communications – Postal and telegraphic services

ADMINISTRATIVE HISTORY

The first official postmaster was appointed in Victoria in 1837 and the first government-owned post office building in Melbourne was opened in 1842. The Melbourne Post Office (CA 6004) was initially under the jurisdiction of the Sydney Postmaster-General, but this ceased after separation from New South Wales in 1851. The first Victorian Postmaster-General was appointed in 1857.

At Federation, control of postal services was transferred to the Commonwealth and the Postmaster-General's Department (CA 9) was established in Melbourne. The Postmaster-General's Department was responsible for post, telegraph and telephone services, and later acquired other functions including broadcasting and overseas telecommunications. In 1975, the Postmaster-General's Department was abolished and replaced by the Postal and Telecommunications Department (CA 1959).

RECORDS

Holdings include records of the Melbourne Post Office (CA 6004), the General Post Office (also known as Postmaster-General's Department, State Administration, Victoria) (CA 1034) and the Postmaster-General's Department (CA 9). The records date from 1842 and include books of outward letters, correspondence files and associated registers, Victorian post office histories, photographs of post office buildings, post office drawings, publicity material, postal statistics and war organisation records.

Defence

ADMINISTRATIVE HISTORY

The Commonwealth became responsible for defence at Federation. Previously, each colony had been responsible for its own defence.

The first Commonwealth Department of Defence [I] (CA 6) was established in 1901 and was responsible for naval and military defence and defence policy. However, in 1915,

control of naval defence was transferred to the new Department of the Navy [I] (CA 13). Then, in 1921, the Department of Defence [I] (CA 6) and the Department of the Navy [I] (CA 13) were amalgamated to form a new Department of Defence [II] (CA 19). The new department was responsible for all defence matters, including naval, army and air defence, munitions and civil aviation.

In 1938–39, defence was reorganised, and the Department of Defence [II] was replaced by a number of departments including the Department of Civil Aviation (CA 29), the Department of Supply and Development (CA 33) (for munitions and defence supplies), the Departments of Air (CA 35), Army (CA 36) and Navy [II] (CA 38) and the Department of Defence Co-ordination (CA 37).

The Department of Defence Co-ordination was responsible for defence policy as well as the financial and administrative coordination of the service and supply departments. In 1942, the Department of Defence Co-ordination was replaced by a new Department of Defence [III] (CA 46), which continued its predecessor's functions.

In 1973, the three Service departments – Air, Army and Navy – were abolished and their functions passed to the Department of Defence [III].

Defence – Air Force

The Royal Australian Air Force (RAAF) was established in 1921. The Air Board (CA 90) was responsible for the administration and control of the Air Force under the direction of the Air Council (CA 483), which reported to the Minister for Defence. In 1929, the Air Council was abolished and, from that time on, the Air Board reported directly to the Minister.

In 1939, the Department of Air (CA 35) was established and it assumed the function of administrative support to the Air Force previously carried out by the Department of Defence [II] (CA 19). The Air Board continued to function but now reported to the Minister for Air.

In 1973, the Department of Air was incorporated into the Department of Defence [III] (CA 46), and its functions passed to the newly established Air Office (CA 1567) within the Department of Defence [III]. However, in 1974, the Air Office was abolished and its functions reverted to the Department of Defence [III].

Defence – Army

Until 1870, land defence of the Australian colonies was primarily the responsibility of British troops stationed in the colonies, supplemented by local volunteer forces. In 1870, all British troops were withdrawn from the Australian colonies and, thereafter, each colony was responsible for its own land defence.

At Federation, the Commonwealth government took control of the colonial forces, and formed the Australian Military Forces (AMF). Administration of the military forces was undertaken by the Military Board (CA 89), which consisted of the Minister for Defence and four other members.

The Military Board was initially part of the Department of Defence [I] (CA 6) and the Department of Defence [II] (CA 19), before passing to the newly established Department of the Army (CA 36) in 1939, which was responsible for military defence.

From 1942 to 1946 the Military Board did not function and its powers were exercised by the Commander-in-Chief of the Australian Military Forces (CA 1471).

Upon abolition of the Department of the Army in 1973, the Military Board passed to the control of the Department of Defence [III] (CA 46), before being abolished in 1976.

Defence – Navy

The Royal Australian Navy (RAN) was established in 1910. Previously, Australia's naval defence had been undertaken by the Royal Navy (RN) and supplemented by an Australian auxiliary squadron.

In 1905, the Naval Board (CA 88) was established to administer and control naval defence. The Naval Board consisted of the Minister responsible for naval defence and two other members. In 1911, the Naval Board was reconstituted and membership expanded to five with each member made responsible for a particular sphere of naval administration.

The office of the Naval Board was known as Navy Office. Navy Office was responsible for the administration of naval defence up until 1976, passing between the Departments of Defence and Navy several times. Navy Office [I] (CA 575) initially functioned within the Department of Defence [I] (CA 6) before moving to the newly created Department of the Navy [I] in 1915. Navy Office [II] (CA 13) then functioned as the Central Administration of the new Department.

The Department of the Navy [I] was responsible for naval defence, naval bases, dockyards and works. However, in 1921 it was abolished and its functions, and Navy Office [III] (CA 2456) transferred to the new Department of Defence [II] (CA 19).

On 13 November 1939, a new Department of the Navy [II] was established, taking over responsibility for naval defence. On the same date, Navy Office [III] became Navy Office [IV] (CA 38) and functioned as the Central Administration of the new department.

On 30 November 1973, the Department of the Navy [II] was abolished and the Navy Office [IV] became Navy Office [V] (CA 1569) within the Department of Defence [III] (CA 46). Finally, in 1974, Navy Office [V] was abolished, followed by the abolition of the Naval Board (CA 88) in 1976. Their functions were subsequently carried out by the Department of Defence [III].

RECORDS

Holdings of defence records are substantial because the Head Offices of the Department of Defence and the three Service departments were originally located in Melbourne. They moved to Canberra in the late 1950s.

The records held include pre-Federation records relating to Victoria's defence forces created by the Chief Secretary (CA 1329) and Victorian Department of Defence (CA 1340). They include correspondence files, muster rolls and pay lists for the Victorian militia, muster rolls and enrolment sheets of the Victorian Naval Reserve, plans and drawings of defence sites, and records relating to Australian contingents to the Boer War.

The period from Federation to just after World War II is well represented. Records of the Departments of Defence [I], [II] and [III]; Navy [I] and [II]; Air, Army and Defence Co-ordination are held, as are records of the Air Board, Naval Board, Navy Office [I] and [III] and Military Board. The records cover a number of subject areas, including defence sites, establishments and installations, defence intelligence, defence research, munitions and supply, as well as Australia's involvement in the First and Second World Wars and other overseas conflicts.

RELATED RECORDS HELD BY OTHER INSTITUTIONS

The Australian War Memorial in Canberra also holds records relating to defence. The Memorial's collection documents Australia's involvement in overseas conflicts from the colonial period to the present day. Information about the official records holdings of the Australian War Memorial is available from the Archives' RecordSearch database.

A. Form W.3121
(Page of 50)
Adapted
(Revised Mar., 1945)

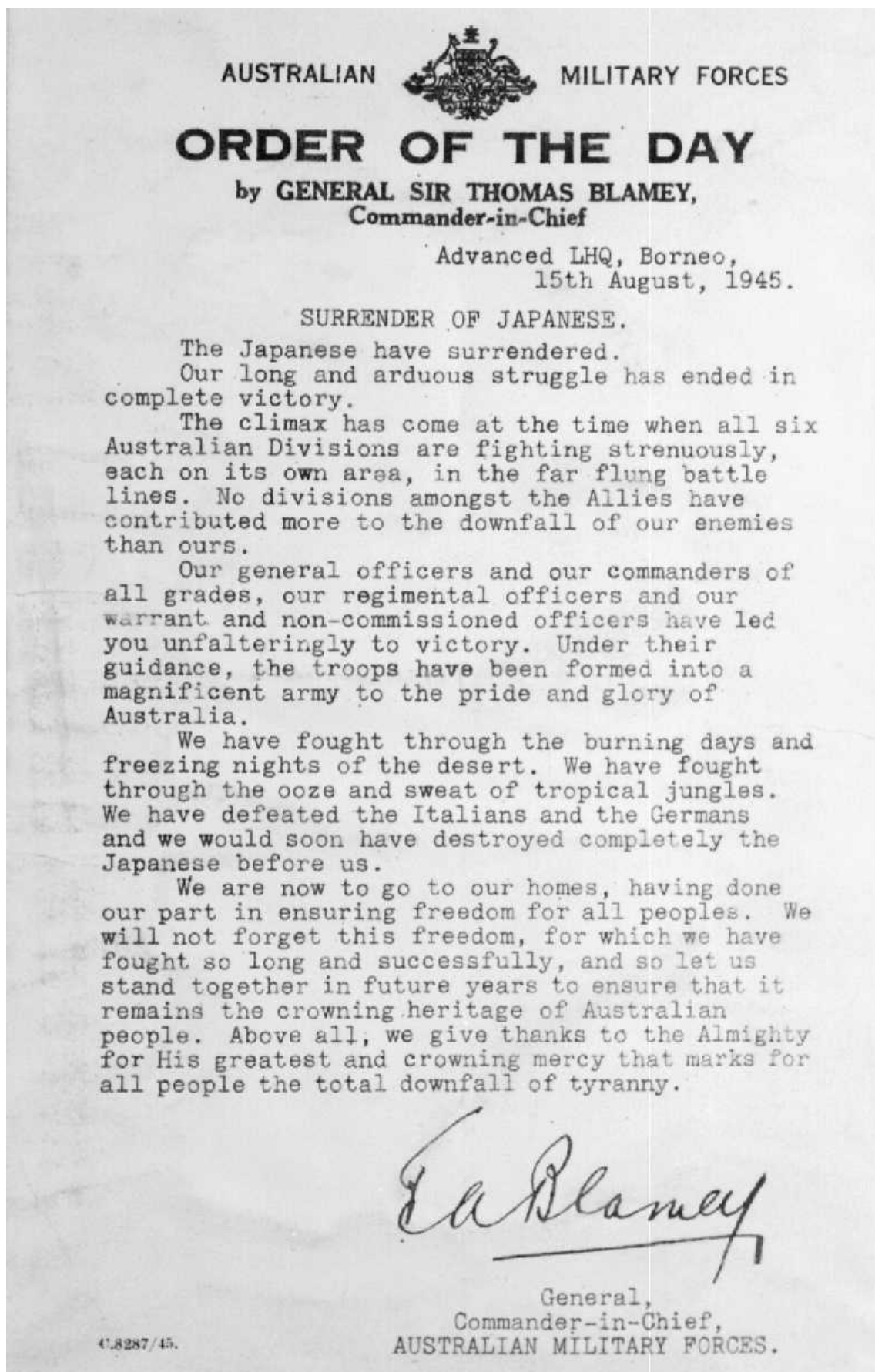
Army Number.....VX259.....	Recommended by	Honour or Award
Rank...Major...(T/Lt-Col)	(Sgd) Arthur S Blackburn	OBE
Christian Names (in full)...Ernest.....	GOC AIF JAVA	
.....Edward.....		
Surname.....DUNLOP.....		
Decorations.....		
Unit.....2/2 Aust CCS.....		
.....		
Next of Kin.....J.H. DUNLOP.....		
Relationship.....Father.....		
Home Address.....BENALLA.....		
.....		
Date of Birth.....12. 7.07.....		
Date of Enlistment: A.I.F.....11. 1.40.....		
PMF.....CMF.....		

	Date Received	Date Forwarded	To be left blank for approval of C. in C. RECOMMENDED FOR AWARD OF MID (Sgd) V.A.H. Sturdee, Lieutenant-General, Acting Commander in Chief, AUSTRALIAN MILITARY FORCES.
Brigade			
Division			
Corps			
Army			

CITATION (Date and place of action must be stated):

From 12 March 1942 to the cessation of hostilities in JAVA and THAILAND this officer was a supreme example of outstanding courage and devotion to duty under extreme conditions of contagious and infective diseases and whilst himself on occasions seriously ill. This Officer was in command of a Force of 850 PWs and later was Senior Medical Officer in THAILAND and as such had the care of English, Australian, American and Dutch PWs. His unfailing courage, organising ability and power of leadership were an inspiration to all ranks during the extremely difficult conditions of the Burmese Railway Camps. Regardless of his own safety he constantly opposed all attempts by the Japanese to force sick men to work, and in so doing received a very large amount of severe beatings and punishments. Although seriously ill himself, he displayed amazing skill as a surgeon and during an epidemic of Cholera he worked long hours continuously with the result saving many lives. Lack of all forms of drugs and medical equipment were handicaps which were overcome by his efforts and such were the results achieved, that this Officer's name became legendary as "King of the River" in all the Railway Camps in Burma and amongst all the nationalities represented there.

Citation for Lieutenant-Colonel E E 'Weary' Dunlop, 1947. Department of the Army, Central Office (CA 36).
NAA: MP742/1, D/5/2044



Order of the day, 'Surrender of Japanese', 1945. Headquarters, Australian Women's Army Service (CA 7090).
NAA: B5499, volume 11

Defence industries

ADMINISTRATIVE HISTORY

The Commonwealth government is responsible for the provision of supplies to the defence forces. This function includes the manufacture and supply of munitions, such as armaments, arms, ammunition, weapons and other equipment; the operation and management of government factories; the procurement of supplies and materials required for production; planning of wartime defence production, including arrangements for the establishment or extension of industries for purposes of defence; and investigation and development of Australian sources of supply.

Until 1939, responsibility for this function lay with the Department of Defence [I] (CA 6) and Department of Defence [II] (CA 19). These departments had broad control of defence industries and administered such agencies as the Munitions Supply Board (CA 91), which was responsible for the coordination, administration and maintenance of government factories as well as the purchase of stores and materials and the provision of munitions; Commonwealth Government Clothing Factory (CA 627); Ordnance Factory, Maribyrnong (CA 628); and Defence Contract and Supply Board (CA 198), which was responsible for ordering supplies – mainly food and clothing – for the Army.

In 1939, the Department of Supply and Development [I] (CA 33) was established and assumed the defence industries function from the Department of Defence [II]. However, in 1940, the Department of Munitions (CA 39) was established and it took over responsibility for munitions, aircraft production and government factories, while the Department of Supply and Development [I] retained responsibility for non-munition items such as food and clothing.

Between 1941 and 1946 aircraft production was the responsibility of the Department of Aircraft Production (CA 41), before reverting to the Department of Munitions.

In 1948, the Department of Munitions was abolished and its functions passed initially to the Department of Supply and Development [II] (CA 54) and then to the Department of Supply (CA 57). In 1951, the Department of Defence Production (CA 58) was established and assumed responsibility for munitions, aircraft production and defence production planning. In 1958, the Department of Defence Production was abolished and its functions reverted to the Department of Supply.

RECORDS

The Melbourne collection includes records of the Departments of Supply and Development [I] (CA 33) and [II] (CA 54), Munitions (CA 39), Aircraft Production (CA 41), Supply (CA 57) and Defence Production (CA 58).

Other records held include general correspondence files of the Explosives Factory, Maribyrnong (CA 6010); drawings, aperture cards and general correspondence of the Munitions Supply Board (CA 91); drawings, photographs, aperture cards and correspondence files of the Ordnance Factory, Maribyrnong (CA 628); drawings and correspondence (general and classified) of the Ammunition Factory, Footscray (CA 629); and general correspondence of the Factory Board (CA 140).

Defence research

ADMINISTRATIVE HISTORY

A number of agencies carry out scientific and industrial research relating to Australia's defence. The functions of these agencies include technical support to the armed forces; research into aircraft and missile design; testing of weapons and equipment, including the establishment and management of testing facilities and ranges; provision of policy advice on scientific research relating to defence matters; and research into the manufacturing of munitions.

Such agencies include the Munitions Supply Laboratories (CA 2554), Defence Research and Industrial Laboratories (CA 2555), Aeronautical Research Laboratory (CA 2307), the Chemical Warfare Board (CA 3403) and the Board of Management for Research and Development (CA 186).

Until World War II the function of defence research largely fell within the administrative sphere of the Department of Defence [II] (CA 19). After this time, defence research was increasingly administered by the supply departments, including the Department of Supply and Development [II] (CA 54) and the Department of Supply (CA 57). The Department of Defence [III] (CA 46) and the three Service departments did, however, maintain responsibility for some defence research agencies.

RECORDS

Holdings in the Melbourne collection include records of the Munitions Supply Laboratories (CA 2254), Chemical Warfare Board (CA 3403), Defence Research and Industrial Laboratories (CA 2555), Aeronautical Research Laboratory (CA 2307) and the Board of Management for Research and Development (CA 186). Records include correspondence files, scientific and technical research reports, research and development files, progress reports, chemical defence notes and reports, and aperture cards of engineering drawings.

Education

ADMINISTRATIVE HISTORY

At Federation, responsibility for education remained with the states. However, as time passed, and the states found that they lacked the financial resources to adequately fund the growing demand for education services, they increasingly turned to the Commonwealth for financial support.

During World War II the Commonwealth government recognised that there was a need for a better technical education system and began to increase its involvement in education (and particularly in tertiary education). In 1943, the Universities Commission (CA 274) was set up to provide financial assistance to university students. In 1945, the Education Act was passed, establishing the Commonwealth Office of Education (CA 590) and giving permanent status to the Universities Commission. The functions of the Commonwealth Office of Education included liaising with the states on matters of education and administering Commonwealth education schemes.

RECORDS

The Melbourne collection includes records of the Melbourne Branch Office of the Universities Commission (CA 3538) and the Victorian State Office of the Commonwealth

Office of Education (CA 592). The records date from the 1940s and include correspondence relating to various Commonwealth training and scholarship schemes, including the Commonwealth Aboriginal Study Grants Scheme, Commonwealth Reconstruction Training Scheme, Commonwealth Scholarship Scheme and Commonwealth Financial Assistance Scheme.

Researchers may also find other relevant records in series created by the following departments of state responsible for education: Prime Minister's (CA 12), Post-War Reconstruction (CA 49) and Education and Science (CA 1196).

Electoral matters

ADMINISTRATIVE HISTORY

The Chief Electoral Office (CA 558) was established in 1901 for the purpose of administering government elections and referenda. Following the passing of the Commonwealth Electoral Act in 1902, electoral offices were established in each state. The Commonwealth Electoral Office, Victoria (CA 1854) was established in 1906. It was responsible for the conduct of elections and referenda, maintenance of electoral rolls, redistribution of electoral boundaries and enforcement of compulsory voting in Victoria. In 1973, the Commonwealth Electoral Office, Victoria was renamed the Australian Electoral Office, Victoria (CA 1855).

RECORDS

The collection holds records from the Commonwealth Electoral Office, Victoria (CA 1854) including correspondence files, electoral maps and electoral claim cards. The records date from about 1913 but the holdings are not complete. Electoral rolls are held for most divisions from 1954, but prior to that they are only held for some divisions.

Financial matters

This function covers banking, currency, rationing and price control, financial and economic policy and taxation.

ADMINISTRATIVE HISTORY

Established in Melbourne in 1901, the Department of the Treasury [1] (CA 11) dealt with most financial matters. In addition to advising the government on general financial and economic policy, the functions of the Department of the Treasury [1] entailed the supervision of, and accounting for, Commonwealth funds, including the raising of loans, collection of revenue and allocation of funds.

In 1927, the Department of the Treasury moved to Canberra, and a Sub-Treasury (CA 1007) was established in Melbourne. The Sub-Treasury carried out all the accounting and financial functions of the Treasury for Commonwealth agencies in Melbourne.

RECORDS

Holdings in Melbourne include records of the Department of the Treasury [1] (CA 11) and the Sub-Treasury, Victoria (CA 1007) dating from 1901. Records include Governor-General's warrants, correspondence files, ledgers of expenditure and revenue, land transaction files, registers of salaries, bond coupons, stocks and bonds, pensions and records of the Decimal Currency Council and Australian Decimal Research Organisation.

NEW CLOTHES — **FROM OLD**

"The Darning needle is a weapon of war."
... PRIME MINISTER

Renovating an old coat
like this may have seemed drudgery once—today, it's an integral part of the war effort. Women are doing splendid work in War Auxiliaries, essential services, etc., but for you on the Domestic Front this is a new way to fight. It's not spectacular, but it's effective.

If you buy a fresh
when you have an adaptable old coat like this at home, you are competing with the Fighting Forces for necessary labor and material. Every worker kept in unnecessary civil industry is a worker lost to wartime production.

"THERE IS NO ROOM NOW FOR THE DILETTANTE, FOR THE WEAKLING, FOR THE SHIRKER, FOR THE SLUGGARD ... FROM THE HIGHEST TO THE HUMBLEST, ALL ARE EQUALLY HONOURED, ALL HAVE THEIR PART TO PLAY. THE ENEMIES RANGED AGAINST US HAVE ASKED FOR TOTAL WAR. LET US MAKE SURE THEY GET IT!"
... MR. CHURCHILL

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Page 11

Rationing booklet, *New Clothes from Old*, 1943. Rationing Commission (CA 264). NAA: CRS B5641, K4

Financial matters – Banking

ADMINISTRATIVE HISTORY

During World War II the Commonwealth government set up organisations to assist Australia's war effort through the raising of war loans and the issuing of war savings certificates. In Victoria this function was carried out by such agencies as War Loans and National Savings Campaigns, Victorian Division (CA 3818) and the State Organiser, Victorian War Loans and War Savings Certificates Committee (CA 3817) under the overall control of the Department of the Treasury [I]. After the war the government continued to encourage loans and savings activities and in Victoria the Commonwealth Loans and National Savings Organisation, Victoria (CA 3819) was established to carry on this function.

RECORDS

Holdings include records of the State Organiser, Victorian War Loans and War Savings Certificates Committee (CA 3817), War Loans and National Savings Campaigns, Victorian Division (CA 3818) and the Commonwealth Loans and National Savings Organisation, Victoria (CA 3819). The records date from 1939 and include loan files, national savings files, correspondence files, loan figures and publicity material relating to the National Savings Scheme including pamphlets.

Financial matters – Rationing and price control

ADMINISTRATIVE HISTORY

Rationing was introduced in 1942 to ensure the equitable distribution to the civilian population of essential food and clothing, which were in short supply due to the war. The Rationing Commission (CA 264) was established to control and administer rationing. It consisted of a three member Commission that met at regular intervals to decide rationing policy, and a central administration that provided administrative support. Central administration functions included defining rationed goods, determining the basic ration, preparing ration documents and issuing rationing orders. Rationing finally ceased in 1950 and the Rationing Commission was abolished.

RECORDS

Holdings include correspondence files and associated registers and index cards, rationing control files, decisions of Rationing Commission meetings, rationing statistics and newspaper cuttings. The collection also holds some publicity material, including gramophone records, radio scripts and posters.

Financial matters – Taxation

ADMINISTRATIVE HISTORY

Section 51(ii) of the Constitution gives the Commonwealth government the power to impose taxation but, with the exception of customs and excise duties, the collection of taxes initially remained in the hands of the states. The Commonwealth did, however, gradually begin to levy taxes, with a land tax introduced in 1910, followed by income and entertainment taxes in 1916 and sales tax in 1930.

Collection and administration of Commonwealth taxation was the responsibility of the Taxation Branch of the Department of the Treasury (CA 995). The Taxation Branch was

headed by the Commissioner of Taxation, and there was a Deputy Commissioner in each state.

The Taxation Branch was renamed the Commonwealth Taxation Office in 1969, and in 1973 it became the Australian Taxation Office.

RECORDS

Some records of the Victorian Branch of the Australian Taxation Office (CA 1799) and the Taxation Board of Review (CA 3410) are held in the collection. They include parish, county and town property maps and a very small quantity of taxation case files.

Foreign policy

ADMINISTRATIVE HISTORY

Since Federation, the Commonwealth government has been responsible for Australia's relations with other countries. The Department of External Affairs [I] (CA 7), established in 1901, was initially responsible for this function before it was abolished in 1916 and responsibility for foreign policy passed to the Prime Minister's Department (CA 12).

In 1921, a second Department of External Affairs [II] (CA 18) was established. The new Department was linked administratively to the Prime Minister's Department – both departments having the same Secretary – until 1935. During this period, the functions of the Department of External Affairs [II] included foreign affairs, international conferences, League of Nations and treaties.

The responsibilities of the Department of External Affairs [II] increased significantly with the outbreak of World War II and the increase in Australia's diplomatic representation overseas.

By the 1960s the functions of the Department of External Affairs included advice to the government on foreign policy, control of Australian government representation abroad, implementation and administration of treaties with other countries, administration of external aid policy and Australia's involvement in the United Nations.

In 1970, the Department of External Affairs [II] was renamed the Department of Foreign Affairs (CA 1382) but continued to carry out the same functions.

RECORDS

The collection includes records of the Department of External Affairs [I] (CA 7) and Department of External Affairs [II] (CA 18) and State Office, Victoria (CA 986). The records date from the early part of the twentieth century and include correspondence files, policy and administrative files, legal files, overseas student policy and general files.

Health

ADMINISTRATIVE HISTORY

At Federation, the Commonwealth gained responsibility for quarantine measures, while all other health functions remained with the states. The Department of Trade and Customs (CA 10) was responsible for quarantine measures.

In 1921, however, a Commonwealth Department of Health (CA 17) was set up in response to a need for greater coordination of health measures between the states and the

Commonwealth. The functions of this department included quarantine, administration of Commonwealth health subsidies, establishment and control of laboratories to carry out research into causes and prevention of disease, and education of the public about health matters.

The Central Office of the Department of Health was initially located in Melbourne but it moved to Canberra in 1928 and a Victorian Division Office (CA 1040) was set up.

RECORDS

The two main sets of records held are those of the Portsea Quarantine Station (CA 3168) and the Department of Health, Victorian Division (CA 1040).

The quarantine records date from the 1850s and include personal details of people quarantined at Portsea, maps and plans, passenger lists and station correspondence.

The Department of Health records date from the 1920s and include general correspondence files and various types of medical records.

Industrial relations

The functions of the Commonwealth with regards industrial relations are described below under the headings 'Arbitration' and 'Employment'.

Industrial relations – Arbitration

ADMINISTRATIVE HISTORY

The Commonwealth's early involvement in industrial relations was mainly in arbitration. The *Commonwealth Conciliation and Arbitration Act 1904* established the Commonwealth Court of Conciliation and Arbitration for the purpose of settling industrial disputes extending beyond the limits of any one state, and to prescribe a minimum rate of wages. The Principal Industrial Registry (CA 280) was also established to register all organisations covered by the legislation and to provide administrative services to the Court.

In 1920, the Commonwealth Arbitration (Public Service) Act made provision for all claims pending in the Commonwealth Court of Conciliation and Arbitration to be transferred to the Public Service Arbitrator (CA 570).

In 1983, the Public Service Arbitrator's jurisdiction was transferred to the Conciliation and Arbitration Commission (CA 866). Established in 1956, the Commission superseded the Commonwealth Court of Conciliation and Arbitration. The function of the Commission was to prevent or settle industrial disputes by conciliation or arbitration.

In 1989, the Conciliation and Arbitration Commission was abolished and replaced by the Australian Industrial Relations Commission (AIRC).

RECORDS

The collection holds records of the Principal Industrial Registry (CA 280). Records include registers of case files, case files of the Commonwealth Industrial Court, dispute case files and bound transcripts of proceedings and rulings of the Commonwealth Court of Conciliation and Arbitration, and exhibits and dispute case files of the Conciliation and Arbitration Commission.

Industrial relations – Employment

ADMINISTRATIVE HISTORY

The pressures on Australia's labour resources brought about by the outbreak of World War II caused the Commonwealth government to become more active in employment matters. In 1940, the Department of Labour and National Service (CA 40) was established in Melbourne to be responsible for all matters relating to the supply of labour and labour relations. In 1942, however, some of its functions passed to other agencies: the Employment Division was replaced by the Directorate of Manpower (CA 533), while the function of reconstruction passed to the newly established Department of Post-War Reconstruction (CA 49).

After the war ended in 1945, the Department of Labour and National Service continued to have an important role in labour matters. Its postwar functions included responsibility for the Commonwealth Employment Service established in 1946, administration of the *National Service Act 1951*, migrant employment and housing, formulation of industrial relations policy, and direction of industrial training schemes.

The Department of Labour and National Service was abolished in 1972 and most of its functions passed to the newly established Department of Labour (CA 1480).

RECORDS

Holdings include records of the Department of Labour and National Service (CA 40), the Industrial Welfare Division (CA 2046), the Industrial Training Division (CA 2045), the Employment Division [II] (CA 2043) and the Victorian Regional Office (CA 2425). The records include correspondence files and employment service statistical returns as well as records relating to the Commonwealth Technical Training Scheme, Commonwealth Reconstruction Training Scheme, National Service Scheme, Commonwealth/State Apprenticeship Enquiry and Stevedoring Industry Committee of Enquiry.

The collection also holds records of agencies responsible for aspects of wartime employment such as the Women's Employment Board (CA 172), the Civil Constructional Corps (CA 681) and the Civil Aliens Corps (CA 680).

Industries

ADMINISTRATIVE HISTORY

The Commonwealth government is involved in the development and regulation of Australian primary and secondary industry. In the past this involvement has included controlling the price, supply, sale and distribution of agricultural products; promoting Australian industries; providing financial assistance to establish new industries or further develop existing industries; offering drought relief; providing compensation for markets lost due to war or trade bans; undertaking research to improve methods of production and quality of products; controlling production and distribution in times of war; and assisting with the re-establishment of industry in the postwar period.

Overall responsibility for industries initially lay with the Department of Trade and Customs (CA 10) before it passed to the Department of Markets and Migration (CA 20) in 1925, and then to a succession of departments including Department of Markets [I] (CA 21), Department of Markets and Transport (CA 23), Department of Markets [II] (CA 25), Department of Commerce (CA 28) and Department of Commerce and Agriculture (CA 48).

The industry related functions of these departments included agricultural production, agricultural economics, assistance to primary producers, collection and dissemination of commercial information, liaison with state departments, investigation of agricultural problems, and administrative control of agencies such as the Dried Fruits Control Board (CA 85), Dairy Produce Control Board (CA 94), Canned Fruits Control Board (CA 125) and the Australian Apple and Pear Board [II] (CA 121).

During World War II, the Department of War Organisation of Industry (CA 45) was responsible for ensuring that primary and secondary production was directed towards the war effort and essential civilian requirements, while the Department of Post-War Reconstruction (CA 49) was responsible for planning and coordinating the transition of industry from wartime to peacetime conditions.

Following the abolition of the Department of Commerce and Agriculture in 1956, the Department of Primary Industry (CA 63) and the Department of Trade [I] (CA 64) became responsible for industries. The former was responsible for agricultural policy, while the latter was responsible for industrial development.

In 1963, the Department of Trade [I] was abolished and replaced by the Department of Trade and Industry (CA 66). The functions of the Department of Trade and Industry included encouraging efficiency in industry, assisting in the establishment of new industries and carrying out studies and reviews of manufacturing industries.

RECORDS

The collection includes general correspondence files of the following departments responsible for industries: Markets and Migration (CA 20), Markets [I] (CA 21), Markets and Transport (CA 23), Commerce (CA 28), Commerce and Agriculture (CA 48), War Organisation of Industry (CA 45), Trade [I] (CA 64), Trade and Industry (CA 66), and the Victorian State Offices of the Department of Trade [I] (CA 1208) and Department of Trade and Industry (CA 1796).

The collection also holds records of the Department of Primary Industry, State Branch, Victoria (CA 1806) including correspondence, policy and administrative files of the Fruit, Meat and Dairy Sections; correspondence files and agenda and minutes of meetings of the Secondary Industries Commission (CA 271); and administrative correspondence files of the Division of Industrial Development (CA 776) and the Department of Post-War Reconstruction, Melbourne (later known as the Secondary Industries Division) (CA 1715).

RECIPE FOR THE TRUE EMPIRE PLUM PUDDING.

*Here is a recipe for a perfect home-made
BRITISH-made Plum Pudding. :: :: ::*

1 lb. of stoned Australian raisins, 1½ lbs. of Australian currants, ¾ lb. of chopped apples, ¾ lb. of chopped beef suit, ¾ lb. of bread crumbs, ½ lb. of Australian sultanas, ½ lb. of brown sugar, 6 ozs. of chopped mixed peel, 3 ozs. of chopped almonds, 2 ozs. of flour : ½ teaspoonful of each of the following spices : nutmeg, cinnamon, cloves and allspice, 7 eggs, 1 gill of liquid, either milk, brandy, or ale, rind and juice of 1 large lemon. Prepare the fruit, well mix the dry ingredients in a pan, add the beaten eggs and the liquid, and stir well. Put the mixture into two greased basins, cover the top with a plain flour-and-water crust. Tie a cloth over the top and boil for six hours. Boil for two hours when required. Or steam for eight hours, and two-and-a-half when required.

Recipe for Christmas, 1925.

(from Dried Fruits Control Board poster opposite).

Holdings also include records of a number of smaller agencies responsible for particular commodities including the Dried Fruits Control Board (CA 85), Australian Dairy Produce Board (CA 84), Central Wool Committee (CA 317), Australian Apple and Pear Board (CA 121) and Australian Hide and Leather Industries Board [I] (CA 128) and [II] (CA 2132).

**MAKE YOUR CHRISTMAS PUDDING A
BRITISH  EMPIRE
PUDDING.**

. . . Season . . .  . . . 1925. . .

**Australia sends you the pick of her Sultanas,
Currants and Raisins.**

Now that the time has come to make your Christmas Pudding remember this: that Australia offers you the finest sultanas, currants and raisins—equal in quality to any the world produces. By insisting on Australian sultanas, currants and raisins you make certain that your Christmas Pudding shall be filled with sweet-flavoured fruit, grown in the most favourable soil and climate, ripened in vineyards drenched with Southern sunshine, picked, dried and packed with scrupulous care for cleanliness and hygiene.

And more. You do your part in supporting a great Empire Industry and giving employment to your own kith and kin—at no extra cost to yourself. When a British housewife buys foreign-grown fruit Great Britain gets the fruit—but the foreigner gets the money; when she buys Empire-grown fruit—the money, as well as the fruit, stays in the Empire and buys British goods.

Make a resolve, then, to stipulate "Australian, please" when you ask your grocer for the fruit for your Christmas Pudding. Ask him, too, for a free copy of the Australian Recipe Booklet, in which you will find over 30 recipes for attractive cakes, puddings and pies made with sultanas, currants and raisins.

CURRENTS
Per lb.
6d. 8d. 10d.

SULTANAS
Per lb.
8d. 10d. 1/-.

RECIPE FOR THE TRUE EMPIRE PLUM PUDDING.

*Here is a recipe for a perfect home-made
Butter-made Plum Pudding.*

1 lb. of mixed Australian raisins, 1 1/2 lb. of Australian currants, 1 lb. of chopped sultanas, 1 lb. of chopped loaf suet, 1 lb. of brown sugar, 6 oz. of chopped mixed peel, 3 oz. of chopped almonds, 2 oz. of flour; 1 teaspoonful of each of the following spices: nutmeg, cinnamon, cloves and allspice, 7 eggs, 1 gill of liquid, either milk, brandy, or ale, and juice of 1 large lemon. Prepare the fruit, well mix the dry ingredients in a pan, add the beaten eggs and the liquid, and stir well. Put the mixture into two greased basins, cover the top with a plain flour-and-water crust. Tie a cloth over the top and boil for six hours. Boil for two hours when required. Or cook for eight hours, and two-and-a-half when required.

RAISINS
Per lb.
6d. 8d. 10d.

Seeded Raisins
Per 1-lb. Pk.
7 1/2d.

AUSTRALIAN
Sultanas, Currants and Raisins.

SAMPLES of the above are now being shown in window.

:: :: Buy your Christmas Fruits from :: ::

W. B. & H. HOLMES, FAVERSHAM.

VOULE AND ROBERTSON, PRINTERS, FAVERSHAM.

Selling Australian produce to Britain – British Empire Christmas recipe poster, 1925.
Dried Fruits Control Board (CA 85). NAA: B4242, volume 2

Law

ADMINISTRATIVE HISTORY

This function covers the formulation of legislation, management of the Commonwealth law court system, provision of legal advice and enforcement of Commonwealth laws.

The Attorney-General's Department (CA 5) is mainly responsible for law and justice. Established in Melbourne in 1901, its functions initially included drafting Commonwealth legislation, providing constitutional opinions, and litigation on behalf of the Commonwealth and federal courts and tribunals. The Department later became responsible for copyright, patents and trademarks, bankruptcy, Commonwealth police and security services. In 1928, the Attorney-General's Department moved to Canberra.

Also established in Melbourne in 1901, the Crown Solicitor's Office (CA 554) carried out some legal functions, including the provision of legal advice to Commonwealth agencies, the conduct of litigation and prosecution on behalf of the Commonwealth and the drafting of government agreements and contracts. In 1927, the Crown Solicitor's Office moved to Canberra and a Deputy Crown Solicitor's Office (CA 889) was set up in its place in Melbourne. In 1948, the Crown Solicitor's Office was made a division of the central office of the Attorney-General's Department and ceased to be a separate organisation other than in name.

RECORDS

Few records of the Attorney-General's Department (CA 5) are held in Melbourne. The collection consists mainly of records from the Crown Solicitor's Office (CA 554) and Deputy Crown Solicitor's Office (CA 889). Holdings date from 1908 and include pleadings, exhibits and correspondence, correspondence files and associated registers and indexes, common law files, property files and records of the Aliens Tribunals.

Law – Courts and tribunals

ADMINISTRATIVE HISTORY

Section 71 of the Constitution gives the Commonwealth the power to create courts to exercise federal jurisdiction. In 1901, the High Court of Australia was established under these provisions to settle disputes arising out of the Constitution and its interpretation.

In 1904, the Commonwealth Court of Conciliation and Arbitration was established to settle industrial disputes that extended beyond the limits of any one state and to prescribe minimum rates of pay. In 1961 it was replaced by the Commonwealth Conciliation and Arbitration Commission (CA 866). (See also 'Industrial relations – Arbitration', p. 38.)

In 1921, the Court Reporting Branch (CA 67) was established in Melbourne to report the proceedings of Commonwealth courts and tribunals, including the Court of Conciliation and Arbitration, the High Court and Royal Commissions. In 1964, it was renamed the Commonwealth Reporting Service (CA 1066).

RECORDS

Records of the Court Reporting Branch (CA 67), dating from the 1920s, are held in the Melbourne collection. The records include day books (records of sittings) and the Chief Reporter's diaries.

The collection includes records of the Commonwealth Conciliation and Arbitration Commission (CA 866). Records of the Office of the Principal Registrar of the High Court, which eventually transferred to Canberra in 1980, are held by both the High Court and the National Archives in Canberra.

Law – Police

ADMINISTRATIVE HISTORY

The Commonwealth Police Force [I] (CA 2919) came into existence in 1917 and was responsible for the enforcement of Commonwealth law. Its existence was short lived, however, and in 1919 the Commonwealth Police Force [I] was combined with the Special Intelligence Bureau (CA 746) to form the Investigation Branch (CA 747). The Investigation Branch was responsible for internal security, including law enforcement.

A separate Commonwealth police force did not exist again until 1960 when a new Commonwealth Police Force [II] (CA 736) was created by the *Commonwealth Police Act 1957*. It was responsible for the enforcement of Commonwealth laws and the protection of Commonwealth property.

RECORDS

Correspondence files of the Commonwealth Police Force [II], District Office, Victoria (CA 955) are held in the Melbourne collection. These records mainly relate to Commonwealth police investigations into criminal offences, property offences committed against the Commonwealth, and the whereabouts of wanted persons, including prohibited immigrants.

Migration

ADMINISTRATIVE HISTORY

At Federation the Commonwealth acquired responsibility for immigration under section 51 (xxvii) of the Constitution.

The Commonwealth immediately took control of immigration restriction, passing the *Immigration Restriction Act 1901* and naturalisation. The states, however, continued to administer assisted passage schemes until after World War I when the Commonwealth became more involved in this aspect of immigration.

Between 1901 and 1945 immigration was administered by the following departments: External Affairs [I] (CA 7), Trade and Customs (CA 10), Home and Territories (CA 15), Markets and Migration (CA 20), Prime Minister's (CA 12), Home Affairs (CA 24), Interior [I] (CA 27) and Interior [II] (CA 31). The immigration-related functions of these departments included immigration restriction, aliens, naturalisation, administration of assisted passage schemes and promotion of migration.

In 1945, the Department of Immigration (CA 51) was established with a branch in every state. The Department of Immigration was responsible for immigration and emigration, naturalisation and aliens. In 1974, the Department of Immigration was abolished and replaced by the Department of Labour and Immigration (CA 1769).

RECORDS

The collection contains some nineteenth-century naturalisation records but dates primarily from Federation. It includes records of the Department of External Affairs [I] (CA 7), Department of Home and Territories (CA 15), Department of Immigration, Victorian Branch (CA 961), Collector of Customs, Melbourne (CA 789) and Immigration and Passports Office (Section), Victoria (CA 972). Records include registers of admissions, registers of certificates for exemptions from dictation tests, ships passenger and crew lists, passport registers, migrant selection documents, correspondence files, shipping and aircraft movement files, records relating to assisted passage schemes, migrant case files and alien registrations.

OTHER SOURCES

Immigration records are described in the guide to family history sources *Finding Families: The Guide to the National Archives of Australia for Genealogists* (see Appendix 2).

RELATED RECORDS HELD BY OTHER INSTITUTIONS

Some nineteenth-century immigration records are held by the Public Record Office Victoria. They include inward passenger lists, registers of assisted immigrants and indexes to shipping.

Public Service

ADMINISTRATIVE HISTORY

The Commonwealth Public Service was formed on 1 January 1901 and resulted in the transfer of many officers from the states. In 1902, the Commonwealth Public Service Act was passed, providing for the appointment of a Public Service Commissioner and up to six Inspectors. Inspectors were required to inspect all government departments and employees, to inquire into and investigate any matter affecting the workings of government departments, and to report their findings to the Commissioner. Inspectors later became involved in the recruitment and appointment of staff as well as conditions of service and training.

It was the duty of the Public Service Commissioner to consider the Inspectors' reports and, if necessary, make recommendations to the Governor-General for the improved working of the public service.

In 1923, a new Public Service Act was passed, which replaced a single Public Service Commissioner with a Board of three Commissioners known as the Public Service Board (CA 197). The Public Service Board carried out much the same functions as the Public Service Commissioner, acting as a central personnel authority and promoting economy and efficiency in the public service.

RECORDS

Records in the Melbourne collection date from 1902 and are mainly from the Public Service Commissioner's Office (CA 597) and the Public Service Inspector, Victoria (CA 871). They include correspondence files and associated indexes, staff personnel files and cards, promotion appeal case files, organisation charts, duty statements, arbitration claim files, examination results, gazettals and Public Service Board decisions.

T. S. S. ESPERANCE BAY. TILBURY TO BRISBANE

Commencing September 21st. 1926.

REPORT OF WELFARE OFFICER

To the Director of Migration V.C.A. Buildings
Corner of Collins Place & Flinder Street
MELBOURNE

By H. A. Mc
F. A. Mc
H. A. Mc
H. A. Mc

During the voyage to Colombo sea conditions were like a holiday yacht cruise in sheltered waters. Some rough weather was experienced after Colombo and again on the Australian coast.

Such conditions made deck games and entertainments unusually popular from the commencement of the voyage. Dancing commenced on the first night aboard.

A Welfare Committee was selected by passengers on the third day out. It was occupied continuously but proved equal to its task. Both night and day activities were well catered for each day. The full committee was divided into sub committees which became responsible for special features. A full committee meeting was held every morning and by this means the whole programme was coordinated and friction reduced to a minimum. The same committee officiated throughout the voyage.

A sub committee for the children arranged daily activities of games and sports; story-telling and singing for their charges. The Ship's tea party for children was a great success following an afternoons unusually fine childrens' Fancy-Dress Carnival, Concert and Prize Distribution.

The adult Fancy-Dress Ball was also a magnificent success in fine weather.

Many lectures and talks on Australia were given given to migrants and were much appreciated. A Choral Society and also a small band for dances both met daily for practice keeping a large number of passengers occupied and interested as well as providing Community singing for all.

Sundays were busy, four different meetings being held in addition to congregational hymn singing at the close of the day. Two Church services, Sunday School and a meeting for Young Men & Women were also successful.

Concerning the Ship it is safe to say that it was all that could be expected and exceeded the expectations of some. The food, especially that of the bakery department, was good and the service better than on most third class ships. The accommodation was plentiful and although the ship had her full complement all passengers had ample space for movement throughout the whole ship. The efforts of the ship's deck man (Horlock) who carried out the necessary preparations for deck games, dances, concerts, boxing etc; bring him under notice for special commendation and thanks from the Welfare Committee.

The Ship's Officers were willing to make the committee's work easier where possible. The Commander called all migrants together early in the voyage. He gave them an address full of sound advice regarding behaviour aboard and ashore. This helpful and sympathetic act was much appreciated.

Re Migrants-- Total 209 assisted and nominated. If they were applying afresh to Australia House they could, with a few exceptions, be chosen again in the light of added experience of them upon the voyage. Nearly all of them will be assets to Australia.

There were two special groups among the total

1. "Morning Post" scheme migrants numbering 38 -- Generally a fine lot of Scotchmen; sometimes inclined to be "rowdy" at bedtime but without

This report of the welfare officer on board the TSS *Esperance Bay*, 1926 is typical of the voyage reports describing the conditions on board during the passage of immigrants to Australia.

Department of Markets and Migration, Central Administration (CA 20).

NAA: B4094, *Esperance Bay* 13

Resources

ADMINISTRATIVE HISTORY

Since Federation, the Commonwealth government has been involved in the development of Australia's natural resources by controlling the extraction, sale and export of precious metals; providing money and equipment for oil prospecting; and carrying out research into resource related industries.

Until World War II, the following departments were responsible for resources: Prime Minister's Department (CA 12), Attorney-General's Department (CA 5), Department of Home Affairs [II] (CA 24), Department of the Interior [I] (CA 27) and Department of the Interior [II] (CA 31).

The Commonwealth government was particularly active in the resource industry during times of war in order to control the supply and distribution of resources required for defence purposes. During World War I, the government established organisations like the Central Coal Board (CA 204) to control the supply and distribution of coal. During World War II, the Department of Supply and Development [I] (CA 33), and its successor the Department of Supply and Shipping (CA 47), were responsible for administering the supply of goods and resources required for the war effort, such as oil, tinplate and coal.

After World War II, the Commonwealth government continued to be involved in the resource industry. It provided money and equipment to search for petroleum; carried out research into Australia's mineral resources and the development of the mining industry; and supported the production of metals and fuels required for defence purposes.

The Department of Supply and Shipping was abolished in 1948 and, thereafter, the following departments were responsible for resources: Department of Shipping and Fuel (CA 53), Department of Supply and Development [II] (CA 54), Department of Fuel, Shipping and Transport (CA 55), Department of Supply (CA 57) and Department of National Development [I] (CA 56).

RECORDS

The collection in Melbourne contains records of the Department of Supply and Shipping (CA 47), Department of Shipping and Fuel (CA 53), Department of Fuel, Shipping and Transport (CA 55), Department of National Development [I] (CA 56) and Department of Supply and Development [II] (CA 54).

Subjects covered by these records include petroleum and gas production, fuel stocks, oil importation and regulation of the fuel industry.

Resources – Mining

ADMINISTRATIVE HISTORY

The British Phosphate Commission (CA 244) was established in 1920 under an agreement between the governments of Australia, New Zealand and Britain to administer phosphate mining operations on Nauru Island.

RECORDS

Holdings in the Melbourne collection date from the 1920s and include correspondence files; lease and contract files; maps, plans and drawings; photographs; weather books; shipping books; reports; island administration files; and accounts files.

Royal Commissions

ADMINISTRATIVE HISTORY

Royal Commissions are appointed by the government to inquire into a particular issue or occurrence – for example, allegations of corruption against government officials, or the cause of a disaster.

Each Commission is established by Letters Patent, which are issued by the Governor-General. The Letters Patent name the Commissioners, set out the terms of reference by which the Commission will function and nominate a date by which the Commission is expected to report its findings. Copies of Letters Patent are usually printed in the Commonwealth Gazette.

Generally, Royal Commissions create or receive transcripts of hearings, submissions from interested persons, exhibits, administrative correspondence, research and consultants' reports, interim reports and the final report of the Commissions' findings and recommendations which is usually tabled in Parliament.

Administrative control of all Royal Commission records is the responsibility of the department which administers the *Royal Commissions Act 1902*. Initially the Act was administered by the Department of External Affairs (CA 7), before passing to the Prime Minister's Department (CA 12) in 1912.

RECORDS

Records held in the collection include reports and transcripts of evidence and proceedings of various Royal Commissions, including the Royal Commission on Television (CA 2641), Royal Commission on Espionage (CA 1882), Royal Commission on the Basic Wage (CA 2265), Royal Commission on Federal Expenditure (CA 2313) and Royal Commission into Aboriginal Deaths in Custody (CA 6841).

Science

Several functions fall under the heading of 'Science', including analytical services, earth science, marine science, meteorology, scientific research, and survey and mapping.

Science – Analytical services

ADMINISTRATIVE HISTORY

This function is concerned with the provision of laboratory and testing/analytical services for the government.

Agencies that have had this function include the Commonwealth Serum Laboratories (CA 632), which was established in 1916, and its successor, the Commonwealth Serum Laboratories Commission (CA 2576), which was established in 1961. These agencies were set up to provide sera, vaccines and other products for use in medicine. In addition, the Commonwealth X-ray and Radium Laboratory (CA 2467) was established in 1935 to carry out research into the medical uses of X-rays and radium.

RECORDS

Records of the Commonwealth Serum Laboratories (CA 632) and Commonwealth Serum Laboratories Commission (CA 2576) held in the Melbourne collection include experimental, research and development workbooks; correspondence files; central

registry files; records relating to polio production; and research including workbooks, papers and statistical information.

Records of the Commonwealth X-ray and Radium Laboratory (CA 2467) include general and security classified correspondence files, classified files relating to atomic weapons radioactive research, radiation monitoring film and neutron film.

Science – Earth science

ADMINISTRATIVE HISTORY

This function covers research into, and provision of, information about geology, geophysics and geoscience.

The Allied Geographical Section (CA 5981) seems to have performed this function in the 1940s. Little is known about this agency except that it was established by General MacArthur on 19 July 1942 to collect and collate information in waters and land north of Australia and comprised representatives of the armed forces of the United States, Australia and the Netherlands. The records created by the agency appear to indicate that it was responsible for the research into, and provision of, geographical information required for defence purposes.

RECORDS

Records include special reports and publications, geographical handbooks, terrain studies, and terrain handbooks for some European countries and the Pacific region. Some records of the Allied Geographical Section (CA 5981) are also held in Canberra by the Australian War Memorial (see *AWM57*).

Science – Marine science

ADMINISTRATIVE HISTORY

This function covers research into, and provision of, information about the marine environment, including marine biology and its commercial exploitation.

Part of this function was performed by the Australian Whaling Commission (CA 255), which carried out whaling operations in Australian waters between 1949 and 1956.

RECORDS

Records held in the Melbourne collection include correspondence files, plans and drawings relating to the activities of the Australian Whaling Commission (CA 255).

Science – Meteorology

ADMINISTRATIVE HISTORY

Meteorological data was collected in Victoria as early as 1835 and published in the *New South Wales Government Gazette*. The first Melbourne Observatory was established in 1853 and was responsible for both meteorological and astronomical services.

At Federation, responsibility for meteorological activities passed to the Commonwealth. In 1906, the Meteorology Act established the position of the Commonwealth

Meteorologist, whose functions included recording meteorological data, forecasting weather and distributing meteorological information. The Commonwealth Meteorologist headed the Meteorological Branch/Bureau, Central Office (CA 215), which was located in Melbourne.

In 1955, the Meteorological Branch/Bureau was replaced by the Commonwealth Bureau of Meteorology. The Central Office (CA 1835) was located in Melbourne and a Victorian Regional Office (CA 1836) was also established in Melbourne in 1957.

RECORDS

Collection holdings of meteorological records are extensive and include nineteenth-century records dating back to 1840. They include field books of meteorological observations: thermograph (temperature), pluviograph (rainfall) and anemograph (wind speed and direction) records and synoptic charts.

Science – Scientific research

ADMINISTRATIVE HISTORY

The Council for Scientific and Industrial Research (CSIR) (CA 486) was established by the Commonwealth government in 1926 to carry out scientific research in regard to primary and secondary industry in Australia. In 1949, the CSIR was abolished and replaced by the Commonwealth Scientific and Industrial Research Organisation (CSIRO) (CA 641) which continued and expanded this function.

RECORDS

The collection in Melbourne contains a small volume of records from the CSIR (CA 486), the CSIRO (CA 641) and their respective divisions. They include correspondence and research files; patent files relating to applications for, and registration of, patents by the CSIRO and its divisions; and negative plates and lantern slides relating to research carried out by the CSIRO.

Science – Survey and mapping

ADMINISTRATIVE HISTORY

This function covers the development and management of programs to gather geographical and topographical information about Australia's land and sea.

Agencies that carried out this function include the Lands and Survey Branch (CA 737), the Property and Survey Branch, Victoria (CA 1857) and the Division of National Mapping, Melbourne Office (CA 1780).

RECORDS

Records held in the collection date from approximately 1911 and include surveyors' field books and notes, correspondence files and maps, aerial survey film and other records covering Australia and New Guinea and the Australian Antarctic Territory.

Security and intelligence

ADMINISTRATIVE HISTORY

Civilian security and intelligence agencies were established in Australia during World War I. Among the first agencies established were the Commonwealth Police [I] (CA 2919) and the Special Intelligence Bureau (CA 746). These agencies and their successor in 1919, the Investigation Branch (CA 747), were responsible for a range of internal security and intelligence functions including passport and immigration investigations, internees, alien registration, investigation of sedition and enforcement of Commonwealth laws.

During World War II many of these functions passed to the newly created Security Service (CA 660), which was responsible for wartime security. At the end of the war the Security Service was disbanded and most of its functions reverted to the Investigation Branch. In 1946, the Investigation Branch was succeeded by the Commonwealth Investigation Service (CA 650).

The Department of Home Security (CA 43) was also responsible for wartime security. Established in 1941, it carried out functions relating to civilian defence, including coordination of measures to protect civilians in the event of an emergency, protection of vital installations, camouflage and air raid precautions. In 1946, the Department of Home Security was abolished and its functions passed to the Department of the Interior [II] (CA 31).

In 1949, the Australian Security Intelligence Organisation (ASIO) (CA 1297) was established in Melbourne to carry out internal security and intelligence functions. The Commonwealth Investigation Service continued to operate, liaising with other government departments and state and international police as well as undertaking some investigative work. In 1960, the Commonwealth Investigation Service was abolished and its remaining functions absorbed by the Commissioner, Commonwealth Police [II] (CA 736).

RECORDS

Records relating to internal security date from approximately 1914 and include records of the Special Intelligence Bureau (CA 746), Investigation Branch, Central Office (CA 747) and Victorian Branch (CA 907) and the Commonwealth Investigation Service, Victoria (CA 916). They include alien registration forms, correspondence files, investigation files, transcripts of evidence and reference material accumulated by agents.

Some records of the Department of Home Security (CA 43) relating to wartime security are held in the collection. They include correspondence files, drawings of the air raid precautions construction scheme and papers relating to civil defence in Australia.

There are no ASIO records held in the Melbourne collection because all ASIO records were relocated to Canberra when ASIO moved there in 1986.

Social welfare

ADMINISTRATIVE HISTORY

In the nineteenth century, colonial governments began to provide social services largely in the area of health and education. After Federation, the states continued to provide social services, but the Commonwealth government became increasingly involved in social welfare matters. It provided aged and invalid pensions (1910), maternity

allowances (1912), child endowment (1941), and unemployment benefits (1944). Social welfare was administered by the Department of the Treasury [1] (CA 11) until 1939 when the Department of Social Services (CA 32) was established.

In 1946, the Constitution was amended to confirm the right of the Commonwealth to provide welfare benefits such as maternity allowances, unemployment benefits, hospital benefits and family allowances. Following this, in 1947, existing social welfare legislation was repealed and its provisions consolidated in the *Social Services Act 1947*.

The Department of Social Services continued to administer the provision of social welfare until 1972 when it was abolished and replaced by the Department of Social Security (CA 1489).

RECORDS

Some records relating to the payment of out-pensions¹ by the Pensions Office of the Victorian Treasury Department (CA 7063) date back to the 1860s, but the majority of records in the collection are from the twentieth century. The main records held are from the Director of Social Services Victoria (CA 847) and include correspondence files; overseas and terminated imperial pensions files; and rehabilitation, social work and special benefits case files.

Territories – Australian Antarctic Territory

ADMINISTRATIVE HISTORY

The Australian Antarctic Territory was created in 1933 by the British government, and jurisdiction over the territory passed to the Commonwealth government shortly after.

The Department of External Affairs [II] (CA 18) was responsible for administering the Australian Antarctic Territory. In 1947, the Australian National Antarctic Research Expedition (ANARE) was set up to carry out research and explore the territory. In the following year the Antarctic Division (CA 1873) was created within the Department of External Affairs to provide administrative support for ANARE and to administer any other matters relating to the Australian Antarctic Territory.

The Antarctic Division was located in Melbourne until 1981 when it moved to Kingston in Tasmania.

RECORDS

Some records of the Antarctic Division (CA 1873) are held in the Melbourne collection but most of the records moved to Tasmania when the Division moved in 1981. The remaining records include correspondence files, personnel files of former staff of the Antarctic Division and expedition members of ANARE as well as official and personal correspondence of Dr P G Law (CP 186), Director of the Antarctic Division, 1947–66.

¹ Out-pensions are pensions that are payable on behalf of overseas governments – for example, pensions paid to former British soldiers living in Australia, on behalf of the British government.

Trade and customs

ADMINISTRATIVE HISTORY

Section 51(i) of the Constitution empowers the Commonwealth government to make laws in respect of trade and commerce. In 1901, the Department of Trade and Customs (CA 10) was established. Its functions included customs and excise, trade agreements, tariff policy, import licensing, bounties and trade promotion.

In 1925, the Commerce Branch of the Department of Trade and Customs passed to the newly established Department of Markets and Migration (CA 20). As a result, the Department of Markets and Migration became responsible for the encouragement and promotion of Australian overseas trade. This function then passed through a succession of departments including Department of Markets [I] (CA 21), Department of Markets and Transport (CA 23), Department of Markets [II] (CA 25), Department of Commerce (CA 28) and Department of Commerce and Agriculture (CA 48).

The Department of Trade and Customs retained responsibility for customs and excise, tariffs, import licensing and general trade policy. During World War II, it took on extra responsibility administering a number of regulations under the *National Security Act 1940* relating to price control and the export, import and distribution of goods.

In 1956, the Department of Trade and Customs was abolished and most of its functions were split between the Department of Customs and Excise (CA 62) and Department of Trade [I] (CA 64). The former was responsible for customs and excise, while the latter was responsible for trade policy, trade treaties and agreements, trade investigations, tariff policy and trade promotion. In 1963, the Department of Trade [I] was abolished and replaced by the Department of Trade and Industry (CA 66) which, in addition to its trade functions, was responsible for secondary industry.

RECORDS

Holdings in the Melbourne collection include general correspondence series for most of the departments and/or their Victorian state branches responsible for trade, including the following departments: Trade and Customs (CA 10), Markets and Migration (CA 20), Markets and Transport (CA 23), Markets [I] (CA 21), Commerce (CA 28), Commerce and Agriculture (CA 48), Trade [I] (CA 64), Customs and Excise (CA 62) and Trade and Industry (CA 66).

Also held are records of the Tariff Board (CA 103) and the Trade Publicity Directorate (CA 3558), including correspondence files, trade promotion films and sound tracks, photographs, advertising material, publicity reports, monthly reports and minutes of meetings.

There are extensive holdings in the Melbourne collection of customs records, which include nineteenth-century records transferred to the Commonwealth's custody when it assumed responsibility for customs at Federation. Many of the records are from the Collector of Customs, Melbourne (CA 789). Records include ships' registers, outward and inward passenger lists, crew lists, ships files, distillery statistics, general and classified correspondence files, policy files, immigration registers, censorship records, import licensing files, aircraft registers and the Australian Customs Service historical collection.



Mrs and Miss Lih Moon, c 1900. Photographs of Chinese entering Australia.
Collector of Customs, Melbourne (CA 789).
NAA: MT33/7, NN Box 1

Transport

Several functions fall under the heading of 'transport', including air transport, rail transport, road transport and sea transport as outlined below.

Transport – Air transport

ADMINISTRATIVE HISTORY

The *Air Navigation Act 1920* enabled the Commonwealth to administer and control air navigation in Australia. The function of air transport was initially administered by the Department of Defence [II] (CA 19) but passed to the newly created Department of Civil Aviation (CA 29) in 1938. The new department was responsible for almost all aspects of air transport including air traffic control, navigation, aerodromes, licensing and accidents.

RECORDS

Holdings in the collection date from the 1920s. The majority of the records are from the Department of Civil Aviation, Central Office (CA 29) and the Victoria-Tasmania Region Office (CA 2525). They include correspondence files, aircraft registration files, accident and incident files as well as drawings of aircraft and aircraft equipment.

Transport – Rail transport

ADMINISTRATIVE HISTORY

Australia's first railways were constructed in 1854 and were administered by the colonies. At Federation, control of Australian railways remained largely with the states although the Commonwealth was given the power to acquire existing railways, and construct new ones with the states' consent.

In 1917, a Commonwealth Railways Commissioner (CA 265) was appointed to administer and construct Commonwealth railways. The Commissioner was responsible for the following railways: the Trans-Australia, the Central Australian, the North Australian and the Australian Capital Territory. In 1975, the Commonwealth Railways Commissioner was succeeded by the Australian National Railways Commission (CA 2105).

RECORDS

Some records from the Commonwealth Railways Commissioner are held, but the majority were transferred to South Australia in the 1980s when the Australian National Railways Commission moved there. The records that remain in Melbourne date from the early part of this century and include papers of the Secretaries and Commissioners of Commonwealth Railways, plans and drawings of locomotives and the North Australia Railway, souvenir menu cards from the Trans-Australia Railway and records of the Department of Works and Railways (CA 14).

Transport – Road transport

ADMINISTRATIVE HISTORY

Although responsibility for roads has largely rested with the states, the Commonwealth has been involved in the funding of roads since Federation. In 1926, for example, the Federal Aid Roads Act was passed to provide Commonwealth funding for the construction of major roads.

PY:JS

Translation

Rijswijksheweg 125a,

The Hague.

10th January, 1936.

192
120
48-

Excellency,

Trusting that this letter will receive Your Excellency's attention, I inform Your Excellency that a spiritualist seance was held at my house yesterday evening at which the pilot Beekman of the K.L.M. "Jiver" who died last year requested us to inform Your Excellency that Kingsford Smith is still alive and urgently needs help, otherwise it will be too late.

One must fly over Benkoelen and search 90 degrees North latitude from the south. Kingsford Smith must be on an island where there are coral reefs.

I am absolutely unversed in aviation, etc. but I forward this message from Beekman to Your Excellency as Your Excellency may be able to assist in saving or finding the airman in question, and I hope that your Government will pay attention to it.

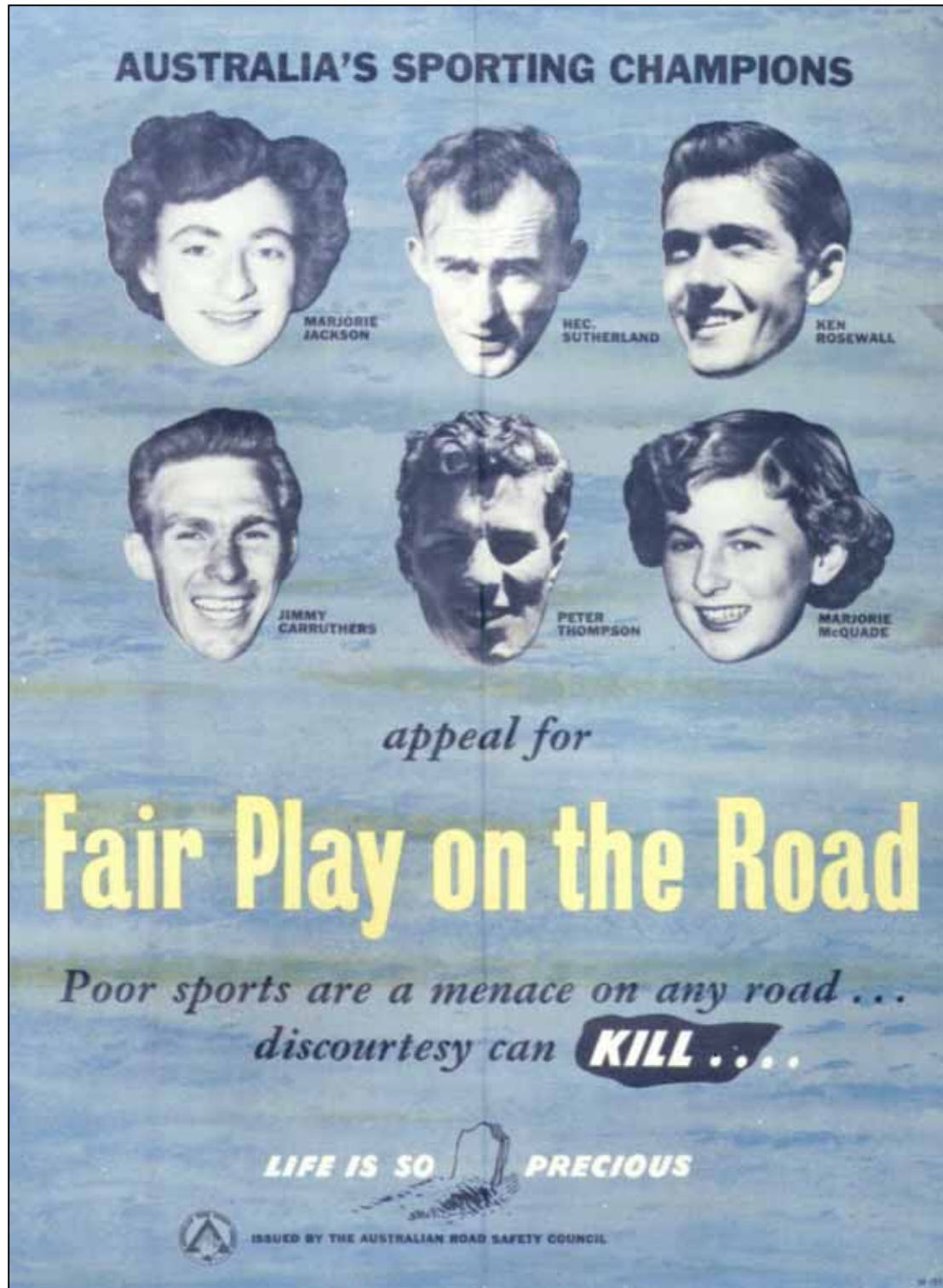
Your obedient servant,

(SGD) MEVROUW TH.C. MÜLLER LEONARD.

On 7 November 1935, Sir Charles Edward Kingsford Smith and Tommy Pethybridge took off in the *Lady Southern Cross* from Allahabad, India, on the second leg of a flight from England to Australia. They were never seen again. It is believed that both were killed when their plane crashed off the coast of Burma, probably on 8 November 1935. This letter received by the authorities two months later suggests otherwise. Air Services Branch (CA 778). NAA: A705, 21/1/58, part 1

RECORDS

Holdings relating to road transport in the collection may be found amongst the following departments: Works and Railways (CA 14), Interior [I] (CA 27), Works [I] (CA 30), Interior [II] (CA 31), Works [II] (CA 50), Works and Housing (CA 52), Fuel, Shipping and Transport (CA 55), Shipping and Transport (CA 59) and Transport [III] (CA 1492).



Road Safety Council Poster, 1950s. Commonwealth Advertising Division (CA 1101). NAA: B1552, 357

Transport – Sea transport – General

ADMINISTRATIVE HISTORY

Section 51(i) of the Constitution empowers the Commonwealth to legislate on shipping and navigation. In 1913, the Navigation Act was passed. This Act provided for Commonwealth control of ships engaged in trade and commerce and their crews, passengers and cargo. However, the Navigation Act did not come into effect until 1921. Until then, control of shipping largely remained with the states.

By 1920, the Navigation Branch (CA 2295) of the Department of Trade and Customs (CA 10) had been established to administer sea transport. In 1927, the Navigation Branch was amalgamated with the Lighthouse Branch (CA 2294) to form the Marine Branch (CA 2297). The functions of the Marine Branch included maintenance and control of lighthouses, shipping routes, licensing and survey of ships, and the arranging of Courts of Marine Inquiry.

In addition, the Marine Branch controlled the Mercantile Marine Office (CA 606), which was responsible for matters affecting masters and seamen, including examinations for certificates of competency, engagement and discharge of seamen, welfare of seamen and manning of ships.

In 1930, the Marine Branch was transferred from the Department of Trade and Customs to the Department of Transport [I] (CA 26) before passing to a succession of departments including: Commerce (CA 28), Supply and Shipping (CA 47), Shipping and Fuel (CA 53), Fuel, Shipping and Transport (CA 55) and Shipping and Transport (CA 59).

In 1954, the Marine Branch ceased to exist as an agency although it remained a structural unit of the Department of Shipping and Transport until it was replaced by the Marine Services Division in 1961.

RECORDS

Holdings in the collection include records of the following departments responsible for sea transport: Department of Trade and Customs (CA 10), Department of Commerce (CA 28), Department of Transport [II] (CA 44), Department of Supply and Shipping (CA 47), Department of Shipping and Fuel (CA 53), Department of Fuel, Shipping and Transport (CA 55) and Department of Shipping and Transport (CA 59).

Records of the Marine Branch (CA 2297) include correspondence files, certificates of competency for officers of merchant ships, ships plans and drawings of equipment.

Also held are records of the Mercantile Marine Office (CA 606) including correspondence files, records relating to the employment of merchant seamen, including crew agreements, crew accounts, ship logbooks, seamen's personnel records and certificates of discharge butts.

Transport – Sea transport – Lighthouses

ADMINISTRATIVE HISTORY

Prior to Federation, each colony was responsible for the administration of its own lighthouses. However, section 51 (vii) of the Constitution empowered the Commonwealth to legislate in respect to 'beacons, buoys and lighthouses'. In 1915, the *Lighthouse Act 1911* allowed for the transfer of lighthouses from state to Commonwealth control.

The Lighthouse Branch (CA 2294) of the Department of Trade and Customs undertook the central administration of lighthouses. It was succeeded by the Marine Branch (CA 2297) in 1927. Both agencies were located in Melbourne and between 1927 and 1963 were also responsible for the regional administration of Victorian lighthouses.

RECORDS

The collection in Melbourne includes records of the Lighthouse Branch (CA 2294) and Marine Branch (CA 2297). Holdings include correspondence files, logbooks of Commonwealth Lighthouse Service ships, and records relating to particular lighthouses such as Cape Schanck, Cape Otway and Gabo Island.

Veterans' affairs

ADMINISTRATIVE HISTORY

Since World War I, the Commonwealth government has provided a number of benefits for war veterans and their dependants, including pensions, employment assistance, housing assistance, hospitals and geriatric care.

Initially, responsibility for veterans' affairs was spread between a number of government departments including the Department of Defence [I] (CA 6), Department of the Treasury [I] (CA 11) and Prime Minister's Department (CA 12). However, in 1917 the Repatriation Department [I] (CA 16) was established and it assumed all functions relating to veterans' affairs, including employment and training for returned soldiers, medical assistance, war pensions, and welfare benefits for incapacitated or deceased soldiers and their dependants. The Department was also responsible for war service homes until 1923 when the function passed to the Department of Works and Railways (CA 14).

From 1920 onwards, most of the functions of the Repatriation Department were carried out by the Repatriation Commission [II] (CA 225) and, for a time, the Department existed in name only. The Repatriation Commission consisted of three members, each of whom was a returned soldier. The Repatriation Commission was responsible for determining policy, advising the minister, hearing appeals and advising on regulations under the legislation.

After World War II, the Repatriation Department regained some of its functions from the Repatriation Commission. It also gained responsibility for the re-establishment of ex-servicemen and women, including training and employment assistance from the Department of Post-War Reconstruction (CA 49), which had carried out this function since 1942.

In 1974, the Repatriation Department [I] was abolished and successively replaced by the Department of Repatriation and Compensation (CA 1771), the Repatriation Department [II] (CA 1961) and the Department of Veterans' Affairs (CA 2107). The Repatriation Commission is still in existence.

RECORDS

Holdings in the Melbourne collection date from World War I and include records of the Deputy Commissioner of Invalid and Old Age Pensions, Maternity Allowances, and War Pensions, Victoria (CA 1792), Repatriation Department [I] (CA 16), Repatriation Commission [II] (CA 225), Deputy Commissioner for Repatriation, Victoria (CA 879) and Department of Post-War Reconstruction (CA 49).

Records include correspondence files; Commonwealth Reconstruction Training Scheme files; general correspondence files of the Australian Soldiers Repatriation Fund; minutes of Repatriation Board meetings; and personal case files of the Soldiers' Children Education Scheme.

Also held are correspondence files, applicants' files and construction files of the War Service Homes Commission, Victorian Branch [I] (CA 1790) and [II] (CA 2406).

Works

ADMINISTRATIVE HISTORY

The Commonwealth government has been responsible for a number of works functions including the construction and maintenance of public buildings, and the design and execution of bridges and railways and other engineering works, like the Snowy Mountains Hydro-electric Scheme. It has also provided funding to the states to carry out works functions such as the building of houses and roads.

In 1904, the Public Works Branch (CA 783) was established within the Department of Home Affairs [I] (CA 8) to carry out public works. In 1916, the Public Works Branch was transferred to the newly created Department of Works and Railways (CA 14). The Department of Works and Railways was responsible for public works, rivers, railways, construction and maintenance of public buildings and engineering works. It later became responsible for war service home building schemes, lands and survey, and properties (transferred and acquired).

After the Department of Works and Railways was abolished in 1932, most of its functions passed firstly to the Department of the Interior [I] (CA 27), then the Department of Works [I] (CA 30) in 1938 and the Department of the Interior [II] (CA 31) in 1939.

In 1942, the Allied Works Council (CA 497) was established to carry out works required for the war effort. In addition the Allied Works Council was responsible for the Civil Constructional Corps (CA 681) and the Civil Aliens Corps (CA 680). The Allied Works Council was abolished in 1946 and its functions passed to the Department of Works [II] (CA 50), then to the Department of Works and Housing (CA 52). The Department of Works and Housing administered the Commonwealth-State Housing Agreement, war service home schemes and works functions. In 1952, the Department of Works and Housing was renamed the Department of Works [III] (CA 61).

Responsibility for housing passed to the Department of National Development [I] (CA 56) in 1950 and then to the Department of Social Services (CA 32) in 1951. In 1963, the Department of Housing (CA 65) was established and assumed responsibility for all Commonwealth housing functions.

RECORDS

The Melbourne collection includes records of agencies responsible for works, including the Public Works Branch, Victoria (CA 2049), War Service Homes Commission (CA 247), Works and Services Branch [II] (CA 742), Allied Works Council (CA 497), Department of Works [II] (CA 50), Department of Works and Housing (CA 52), War Service Homes Division, Victoria (CA 2402), Department of Works [III] (CA 61) and the Department of Housing, State Office, Victoria (CA 2403).

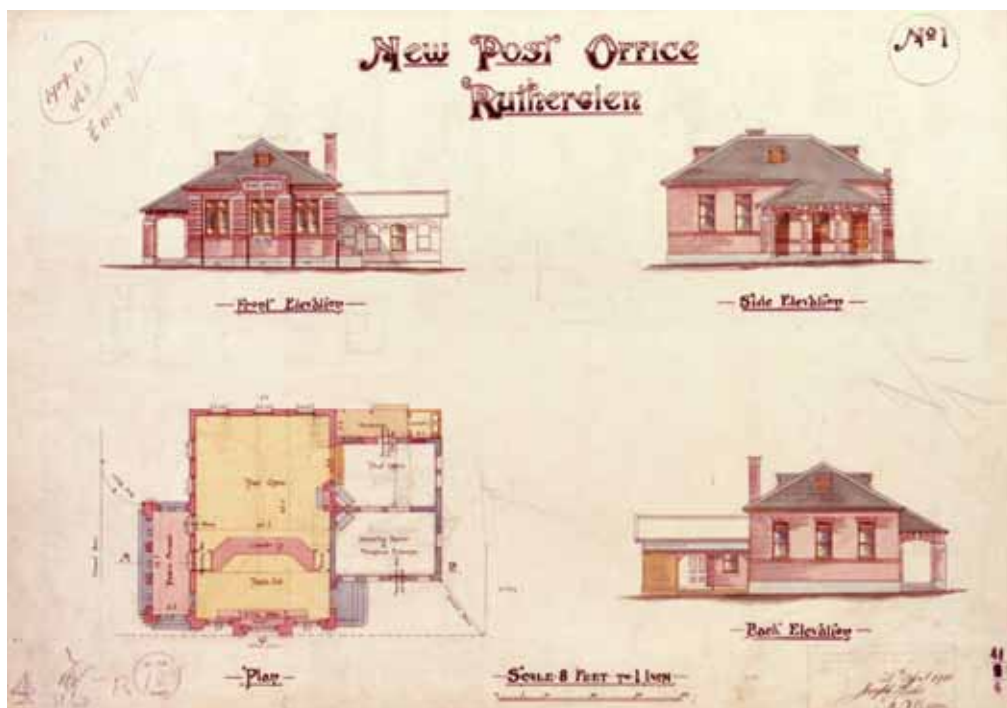
The records mainly date from the early part of this century, although there are some nineteenth-century records, which have passed to Commonwealth custody from the

states. Records include correspondence files, records of the Allied Works Council (including photographs and films), records of the River Murray Commission and the histories of the Civil Constructional Corps and Civil Aliens Corps.

Many plans and drawings of public buildings are also held.



Terang Post Office, 1903-04. Works and Services Branch, Victoria (CA 970).
NAA: B3712, drawer 43, folder 7



Rutherglen Post Office, 1910. Works and Services Branch, Victoria (CA 970).
NAA: B3712, drawer 41, folder 9

Appendix 1 Glossary of archival terms

archives

There are three different uses of the term 'archives':

1. Those non-current records that are identified as having enduring value and so are suitable for permanent retention.
2. The place (building/room/storage area) where archival material is kept. Also referred to as a repository.
3. An organisation (or part of an organisation) responsible for the care and control of archival material.

case file

A file that deals with a specific action, event, person, place, project or other subject.

citation

In the context of the National Archives, a citation is information recorded about records in a standard format – eg *NAA: A461, 1953/221* is the standard format for referring to item 1953/221 of the series A461 held by the National Archives of Australia.

closed period

Commonwealth records are not made available for public access until 30 years has elapsed since the last day of the year in which they were created. For example, records created in 1968 were available after 31 December 1998 (ie from 1 Jan 1999). The period before they are available is referred to as the closed period. See also *open period*.

Commonwealth Record Series (CRS) System

The Commonwealth Record Series (CRS) System is the cataloguing system used to link records with the agencies that created them. A separate registration is prepared for each agency and series and each is given a unique identifying number. Series and item number registrations are on the RecordSearch database (available online at www.naa.gov.au).

finding aid

Any descriptive medium created by an archival institution to assist staff and users to find records and information within records. These finding aids include guides (general, repository, subject or topical), fact sheets, inventories or registers, location registers, card catalogues, special lists, shelf and box lists, indexes, calendars, and for electronic records, software documentation. The National Archives' primary finding aids are the RecordSearch and PhotoSearch databases.

guide

A finding aid describing archival holdings relating to a particular subject, period, geographical area, record format, or records created by a particular agency. Details of published guides are available online at www.naa.gov.au under 'Publications'.

item

An item is the smallest discrete unit that has been incorporated into a recordkeeping system and forms part of a series. An item may be a group of folios fastened together, such as a file, or a single volume, card, map, plan, photograph, film, sound recording, computer tape or other document which exists as a discrete entity.

item list

A list of items within a series compiled for the purpose of control and information. It usually contains such information as item number, title, date range and, occasionally, size. Also referred to as an 'inventory'.

item number

A control symbol allocated by the creator of a record item, for example, file number. As far as possible, the control symbol allocated to an item by an agency is retained for archival purposes. In the absence of original control symbols, they may be allocated by the National Archives to enable retrieval.

National Archives of Australia (previously Australian Archives)

The Australian federal government organisation established to preserve for posterity the most important records created by all Commonwealth government administrations.

open period

Under the *Archives Act 1983*, Commonwealth records are made available for public access after 30 years has elapsed since the last day of the year in which they were created. The open period (ie available for public access) begins on the first day of the calendar year after they reach the age of 30 years. For example, records created in 1967 came into the open period after 31 December 1997 (ie from 1 January 1998). Also referred to as the open access period. See also *closed period*.

PhotoSearch

PhotoSearch is an online computer database (www.naa.gov.au) which contains photographic captions and images from the Archives' photographic collection.

privacy

The right of living people to be secure from the unauthorised disclosure of, or access to, information contained in records and archives which is of a private or confidential nature about themselves or their immediate family.

public access

The public right to consult records which are in the open period, ie records more than 30 years old, subject to access examination to identify exempt information.

quantity

A measurement of the amount of records. In the National Archives this is a linear measurement expressed as the number of metres of shelving occupied by the records.

reader's ticket

A numbered pass issued to researchers to facilitate access to reading rooms. Researchers' details are linked to this number, thereby making it possible to create an audit trail and see which records are being used by whom. By signing a reader's ticket the researcher agrees to abide by reading room rules.

reading room

A room or area set aside for the supervised consultation of archives by researchers. In the National Archives there are both public and official reading rooms. Also known as search rooms in other archival institutions.

RecordSearch

RecordSearch is an online computer database (www.naa.gov.au) which contains information about:

- all record series in the National Archives' custody and Commonwealth records in the custody of the Australian War Memorial;
- the agencies or persons who created or control those series; and
- records still in agency custody.

reference copy

A microfilm or other copy of a record or series made for reference use. Reference copies may be made to protect the original copy from damage or to enable several copies to be available in different locations.

reference service

The facilities and services that enable researchers to use the archives and its records once access to them is approved. This includes assistance in using finding aids and the provision of facilities to view and copy records.

research agent

A person employed to do research on behalf of another, usually for a fee.

researcher

A person who consults records held by the archives, usually in a reading room. Also referred to as a user.

series

A series consists of a group of records which have resulted from the same accumulation or filing process (with the same numerical, alphabetical, chronological or other identifiable sequence) or which have a similar format or information content. Records in a series are usually kept together because they result from the same activity. Series may include files, indexes, magnetic recordings, photographs, films, plans etc. The series is the basic unit of control used by the National Archives.

top numbering

The renumbering and intersorting of items into a more recent series or their integration into another agency's recordkeeping system.

Appendix 2 Other guides to the collection

The Archives creates and maintains guides to records in its collection to help researchers identify and locate records relevant to their research. The guides currently available or in preparation are listed below.

Published research guides

- 1 *Chinese Immigrants and Chinese–Australians in NSW*, by Julie Stacker and Peri Stewart, revised 1997, 80 pp.
- 2 *Aboriginal Deaths in Custody: The Royal Commission and Its Records, 1987–91*, by Peter Nagle and Richard Summerrell, revised 1997, 92 pp.
- 3 *The Sinking of HMAS Sydney: A Guide to Commonwealth Government Records*, by Richard Summerrell, 3rd ed., 1999, 191 pp.
- 4 *Papua New Guinea Records 1883–42: Microfilm Collections*, by Peter Nagle, 1998, 136 pp.
- 5 *Royalty and Australian Society: Records Relating to the British Monarchy Held in Canberra*, by Kate Cumming, 1998, 140 pp.
- 6 *Parliament House, Canberra, 1927: Records Relating to the Design, Construction and Opening of the Provisional Parliament House*, by Gay Hogan, 1997, revised 2003, 74 pp.
- 7 *More People Imperative: Immigration to Australia, 1901–39*, by Dr Michele Langfield, 1999, 236 pp.
- 8 *Collections in Melbourne: A Concise Guide*, by Celia Blake, 1998, revised 2003, 72 pp.
- 9 *The Boer War: Australians and the War in South Africa, 1899–02*, by Craig Wilcox, 1999, revised 2000, 94 pp.
- 10 *Citizenship in Australia: A Guide to Commonwealth Government Records*, by David Dutton, 1999, 114 pp.
- 11 *Good British Stock: Child and Youth Migration*, by Barry Coldrey, 1999, 220 pp.
- 12 *Safe Haven: Records of the Jewish Experience in Australia*, by Malcolm J Turnbull, 1999, 170 pp.
- 13 *Cockatoo Island Dockyard: A Guide to the Records*, by Margaret Chambers, 2000, 252 pp.
- 14 *Collections in Perth: A Guide to Commonwealth Records*, by Dan Midalia, 2000, 182 pp.
- 15 *Working for the Dole: Commonwealth Relief during the Great Depression*, by Don Fraser, 2001, 116 pp.
- 16 *Near Neighbours: Records on Australia's Relations with Indonesia*, by Karl Metcalf, 2001, 205 pp.
- 17 *Sound Recordings in the National Archives*, by Helen Cross and Margaret Chambers, 2001, 125 pp.
- 18 *A Nation's Imagination: Australia's Copyright Records, 1854–1968*, by Marilyn Minell, 2003, 147 pp.
- 19 *Australia in Focus: Photographs in the National Archives*, by Peter Nagle, 2003, 252 pp.

Forthcoming guides (working titles)

Postwar Migration to Australia, Records Held in Melbourne

Northern Territory Land Records

Security Intelligence in Australia, 1946–68

Allies, Enemies and Trading Partners: Australia–Japan Relations

World War II Internment Records

Transcontinental Railway Records

Other published guides

Finding Families: The Guide to the National Archives of Australia for Genealogists, compiled by Margaret Chambers, National Archives of Australia in association with Hale & Iremonger, Alexandria, NSW, 1998, 344 pp.

Federation: The Guide to Records, compiled by Stephen Foster, Susan Marsden and Roslyn Russell, National Archives of Australia, Canberra, 1998, 377 pp.

My Heart Is Breaking: A Joint Guide to Records about Aboriginal People in the Public Record Office of Victoria and the Australian Archives, Victorian Regional Office, by Myrna Deverall and Ian MacFarlane, AGPS, Canberra, 1993, 191 pp.

Appendix 3 Addresses of National Archives' offices

The main office of the National Archives is located in Canberra, where we have galleries and a reading room. We also have offices and reading rooms in each state capital and Darwin.

Records in our collection can be accessed via our website or viewed in our reading rooms. Copies can be obtained from the National Reference Service.

National Reference Service

Email: ref@naa.gov.au
Website: www.naa.gov.au

Postal address:
PO Box 7425
Canberra Business Centre
ACT 2610

Reading Room addresses

Canberra

Queen Victoria Terrace
Parkes ACT 2600
Tel: (02) 6212 3900
Fax: (02) 6212 3999

Postal address:
PO Box 7425
Canberra Business Centre ACT 2610

Sydney

120 Miller Road
Chester Hill NSW 2162
Tel: (02) 9645 0110
Fax: (02) 9645 0108
TTY: (02) 9743 8419

Postal address:
Locked Bag 4
Chester Hill NSW 2162

Sydney Records Centre

2 Globe Street
The Rocks

Melbourne Archives Centre

Casselden Place
2 Lonsdale Street
Melbourne VIC 3000
Tel: (03) 9285 7999
Fax: (03) 9285 7979

Postal address:
PO Box 8005
Burwood Heights VIC 3151

Brisbane

996 Wynnum Road
Cannon Hill Qld 4170
Tel: (07) 3249 4226
Fax: (07) 3399 6589

Postal address:
PO Box 552
Cannon Hill Qld 4170

Perth

384 Berwick Street
East Victoria Park WA 6101
Tel: (08) 9470 7500
Fax: (08) 9470 2787

Postal address:
PO Box 1144
East Victoria Park WA 6981

Adelaide

78 Angas Street
Adelaide SA 5000
Tel: (08) 8409 8400
Fax: (08) 8409 8499

Postal address:
PO Box 6536
Halifax Street
Adelaide SA 5000

Hobart

85 Macquarie Street
Hobart TAS 7000
Tel: (03) 6230 6111
Fax: (03) 6230 6134

Postal address:
GPO Box 309
Hobart TAS 7000

Darwin

Kelsey Crescent
Millner NT 0810
Tel: (08) 8985 0300
Fax: (08) 8985 0399

Postal address:
PO Box 24
Nightcliff NT 0810

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